



VISITOR POLICY

Welcome to REACH Siem Reap (REACH) community school. Because the welfare and safety of the children in our care is our primary concern and responsibility, we have a number of regulations we must ask you to observe:

Welcome to REACH

In Thlok Andoung Village, many children and families are affected by poverty. During recent years, many organisations have been established in Cambodia to provide help to local people who are in great need. We, like the majority, receive nearly all our resources from volunteers and other visitors. This means we must find a balance between allowing people to visit and learn about our work and preserving the safety and dignity of the children in our care.

We warmly welcome our supporters and we couldn't run REACH and provide the services we do without the help you give. We appreciate that you understand the need for our rules and agree to follow them; they are for your protection as well as the children's.

Our Rules for Visitors

1. You are most welcome to come to our Volunteer Office where you will need to sign the Visitors' Book; in the Volunteer Office are many resources that will help you understand the issues we are dealing with and the work we do, if you have any questions please ask a REACH staff member.
2. Please respect Cambodian culture and wear modest clothing. Shoulders and knees should be covered. Tights are acceptable but please wear a long top.
3. Help us to protect the children who attend our school by not picking them up and carrying them around; we risk teaching them that it is safe to be picked up and hugged by any stranger.
4. Smoking and drinking alcohol during center opening hours is NOT permitted. Smoking, drinking alcohol or being under the Influence of alcohol or drugs is NOT permitted
5. Visitors must always be accompanied by a member of staff.
6. Visitors are not allowed into the classrooms during lesson times.
7. Please don't take photographs when the lessons are taking place, but you can take group shot photographs of children at the break times. You can also take general pictures of the school grounds and buildings at any time. If you need specific photos of REACH for fundraising reasons, please ask permission from the Management. If

approval is given the Management reserves the right to ask, at any time, to check the pictures, and may request you to delete any photos considered inappropriate. A final decision by the Management on this issue is not open to further discussion.

8. REACH will gladly provide you with footage and marketing material for fundraising and promotion upon request.
9. We have a constant need for funding & resources. If you would like to help, we have a wish list of priority items which is constantly updated, please ask our Management about our most urgent needs.
10. If would like to make a donation, please inform management and kindly note that it is not permitted to give individual gifts to the children or staff.
11. If you would like to specify which area your monetary donation is in support of, please let management know, REACH will let you know if your request can be accommodated. We cannot always accommodate specific donation requests & reserve the right to allocate funds where most needed.
12. Please give any suggestions or advice directly to the Management rather than the staff or the children.

I understand the rules; I accept and agree to abide by all the above procedures:

ACKNOWLEDGEMENT OF VISITOR POLICY

I acknowledge, read and fully understand the **REACH** Visitor Policy.
I accept the condition and terms of this contract.

Full Name: _____

Email: _____ Mailing List: YES / NO

Signature of Visitor: _____ Date: _____

REACH Siem Reap – Registered Cambodian NGO #8021
Thlok Andoung Village, Sla Kram Commune, Siem Reap Province, Kingdom of Cambodia

www.reachsiemreap.org