



Annotated Guide

For The Submission of

Volunteers Applications



The purpose of the **Annotated Guide** is to help volunteers submitting. The steps are only designed to offer volunteers direction in completing the Volunteers Online Application Form. Please review all the steps and the process involved in becoming a Volunteer at the “Cinema For Peace Summer Camp Academy & Film Festival”.

CINEMA FOR PEACE SUMMER CAMP ACADEMY & FILM FESTIVAL

Call For Volunteers

BEIRUT FILM SOCIETY
beirutfilmsociety@gmail.com
www.beirutfilmsociety.org

BEJJANI CENTER, ADONIS

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To Know More About The Program & The Call For Volunteers

VOLUNTEES RESOURCES ORIENTATION SESSION WILL BE GIVEN OVER ZOOM



JOIN US IN THE MEETING with our team

June 20, 2022
1:00 P.M
Local Time In Beirut

Check Our WEBSITE for all the INFORMATION



APPLICATION PROCESS

- Step 1:** Consult the **website** at: <https://www.cinemaforpeace.org>
- Step 2:** **Read** this **Annotated Guide** carefully.
- Step 3:** **Complete the Application** offline and save the changes on your computer.
- Step 4:** **Gather** all necessary **Documents** that you must attach to the application.
- Step 5:** **Log in** to the Volunteers Online Application Form at: <https://www.cinemaforpeace.org>
- Step 6:** **Complete** the Volunteers Online Application Form

You may **Log In & Log Out** from the Volunteers Online Application Form.
Do not forget to **Save** your application before logging out.

- Step 7:** Accept the **Terms & Conditions**
- Step 8:** Date, sign and click on **'Submit'**

Signature should be the **Name** of the **Submitter**.

In order to submit your application, **all the fields in the Volunteers Online Application Form must be duly completed**. Incomplete fields will be highlighted in red.

- Step 9:** **Review your application** and click on **'Change'** to make additional modifications to your application or on **'SUBMIT'** to finalize your application.
- Step 10:** Print your application by clicking on **'Print'**.
- Step 11:** A **confirmation email** will be sent to you confirming receiving your application.



TERMS AND CONDITIONS

In order to submit the application on the Volunteers Online Application Form, the volunteer must review and agree to the terms and conditions below.

1. Acknowledge that, in the case of approval, an agreement will be signed between BEIRUT FILM SOCIETY and the applicant.

BEIRUT FILM SOCIETY will establish an agreement for selected volunteers. The applicant should commit to attend the online preparatory obligatory session before attending the project. The applicant should commit to participate in the full days of the designed program. A welcome email from the assigned team and training materials for review may be sent ahead of time to ensure volunteers feel set up for success. At training, volunteers can expect to learn about the expectations specific to their role placement.

3. Certify that all information contained in this application is truthful.

The volunteer should certify that any documents provided in support of the application are authentic and accurate. Any false or misleading information will disqualify the application.



COMPLIMENTARY DOCUMENTS

The following documents must be uploaded on the online Application form.

1. **Official ID or Passport document**
2. **Portrait photo of the applicant, in high resolution**
3. **Long biography and or cv**
4. **Letter of Support from the University**
5. **Link to showreel, scripts, articles featuring the applicant's work**
6. **Letter of Support from Organization or company**

All the complimentary documents must be in the language of the application **(English)**.
Without these complimentary documents, your application will be considered **incomplete and non-eligible**



SELECTION PROCEDURE

The eligibility check is completed by a committee team which draws up a list of candidates to be considered. Based on this list, the pre-selection is carried out by the committee: successful applicants are selected on the basis of motivation, qualifications, commitment and/or experience.

The work of the committee remains confidential and its decisions are final.

In particular, the following selection criteria will be assessed:

- **is passionate, creative with the ability to take initiative;**
- **enjoys working in a multicultural team;**
- **willing to implement peace practices in the personal work**

The final selection is made by the committee based on the profiles of the shortlisted candidates. They select the most appropriate candidates according to the established “profile”. Selected candidates may be required if needed to undergo a one-on-one interview and are obliged to attend the preparatory online information session to be scheduled on a later stage.

Onboarding:

Applicants who have been selected for a role will receive an onboarding email. This email will include the Volunteer Agreement, Volunteer Expectations, Community Agreement, and the Position Description.



GENERAL INFORMATION

. Application Assessment:

Applications are assessed by the Volunteer Resources Team based on your answers to the application questions, experience, general availability, and the needs of the program.

. Role Placement:

Applicants may receive a phone call or email from a Volunteer Resources Coordinator to discuss availability and role placement. Note that alumni volunteers and those with lodging secured are given priority for placement.

. Schedules & Shift Assignments:

After all onboarding paperwork is completed, volunteers can expect the following based on their commitment level:

- Part Time Volunteers will have a designated schedule “Sign Up Days” where these volunteers will log into their profiles and select shifts posted across the project’s days that are available and meet the required minimum hours within their role placement.
- Full Time and Part Time Assigned Volunteers will receive their assigned schedules anytime between 10 and 15 July.



GENERAL INFORMATION

. Equal Opportunities:

The Beirut Film Society applies a policy of equal opportunities and accepts applications without discrimination on any grounds. The Beirut Film Society encourages people with physical or medical disability to apply to this call for applicants.

. Protection of Personal Data:

As the body responsible for organizing the program, the Beirut Film Society ensures that applicants' personal data are processed and used only for the benefit of this program

. Policies & Regulations

Selected applicant should participate in the Online Training Session prior to the program titled by "Beirut Film Society - Policies & Regulations" featuring the following points:

- Code of Conduct
- General Conduct of personnel
- Prohibited Conduct
- Assistance Protocol
- Complaints
- Whistleblower Protection Policy
- Incident Report
- MOS PSEA (MINIMUM OPERATING STANDARDS PROTECTION FROM SEXUAL EXPLOITATION & ABUSE BY OWN PERSONNEL)
- Preventing & responding to sexual exploitation and abuse

*Get out there and have fun!
Volunteers are the lifeblood of the Festival & The Camp.
Bring your energy, enthusiasm, and passion while helping film lovers
Between shifts, be sure to catch incredible films, sessions and forums.
Make new friends, Meet Mentors, & take in the Program's atmosphere.*



The deadline is **5 July 2022, noon (Beirut time)**.
Applications received after this deadline will not be eligible

Applications should be completed in **English**

Should you experience technical difficulties,
Please contact us at cinemaforpeace@gmail.com