



LORETO VIETNAM AUSTRALIA PROGRAM ("LVAP")

FIELD VISIT PROTOCOL: CORPORATE GROUPS

We sincerely appreciate your contribution to LVAP and your commitment through LVAP to providing sustainable means of educating and empowering underprivileged and disabled children, particularly those in the poorest, most remote regions in various provinces in Vietnam.

1. FIELD VISITS

To limit the disruption to the education of school children and the daily operations of our local partners, field visits by corporate groups are limited to the following:

1.1. Educational/Access Support

- Distribution of 'School Packs';
- Distribution of Scholarships; and
- Distribution of bikes/helmets under our 'Wheels for Education' program.

1.2. Capital Works Projects

Ground breaking and opening ceremonies for libraries, schools, kindergartens, toilet blocks etc.

2. FIELD VISIT PROTOCOL

2.1. Field Visit Schedules

Please appreciate that it takes time for us to coordinate and plan a field visit with our local partners. If there are foreigners joining our delegation, there is additional paperwork involved by LVAP as well as our local partners.

As soon as is practicable, we will inform you of the dates available for eligible field visits regarding the project you have contributed to. We are committed to informing you at least 6 weeks before the visit date. Within 1 week from informing you of the visit date, you are required to provide us with a list of your staff attending the visit, their ID card/passport details.

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P.O. Box 715 Ho Chi Minh City, Vietnam - Phone: (84-8) 3910 6364 - Fax: (84-8) 3910 6811

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Whilst we will endeavor to accommodate any late changes, we cannot guarantee that late changes or additions will be possible given we will need to liaise with our local partners and local authorities.

2.2. Advertising and promotion

Our field visits are to celebrate the start/completion of capital works projects and to distribute schools packs or bikes/helmets. Through our work, we endeavor to bring hope to communities by demonstrating that we are committed to community development and that education is an avenue for a brighter future. Under no circumstances are the corporate groups permitted to engage in direct marketing of their products or services whilst in the company of LVAP on such visits. Such activity includes:

- Distributing brochures/marketing collateral
- Setting up exhibitions, stalls
- Providing talks about their products/services

Gifts with the company name/logo attached onto them are only permitted to be provided to the children if the gift has a useful purpose for the child i.e. back-packs, stationery with company logo on them.

Company uniforms or t-shirts worn by the visitors are acceptable.

2.3. Appropriate dress

For all field visits, we encourage wearing comfortable footwear and comfortable clothing as many of the sites for the field visits are not developed. Light clothing is also encouraged if the weather permits. Shorts are not acceptable.

Appropriate clothing items include; short-sleeved shirts, blouses, t-shirts, long trousers/pants and covered shoes. For Official Openings, men should carry a tie with them.

2.4. Engaging with the children

On our visits, there is generally a formal ceremony attended by representatives of the local authorities and our partners. Prior to and after such ceremonies, you are encouraged to speak with the children, parents and teachers to get greater insights into their daily lives and the challenges they face. Our LVAP Team will be on hand to assist you with translation should this be required. We feel it is important to engage with the stakeholders of the community on such field visits instead of simply taking photos of the children. We feel that by doing so, our corporate partners will genuinely understand the impact that they have helped to make.

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2.5. Taking photographs/videos and use of such material

Our corporate partners may record their field visit experience only in a respectful manner to the subjects of any photographs/video and their families. The use of these specific images on company websites, brochures, internal, external news or other communication should always acknowledge that the visit/activity was via LVAP through its programs. However, we encourage your staff to focus on engaging with the community stakeholders and after the field visit, we will provide you with up to 10 photos.

2.6. Meals/Accommodation/Transport

2.6.1. Meals

Visitors will be responsible for the costs and arrangement of their own meals.

2.6.2. Accommodation

Visitors will be responsible for the costs and arrangement of their own accommodation. However, LVAP is able to assist with accommodation bookings in advance should visitors choose to stay at the same venue as LVAP. If this is the case, visitors should inform LVAP at least 6 weeks before the visit date to confirm the number of rooms required and the length of stay. In the case where your accommodation requests are unavailable, we will notify you 4 weeks before the visit date to allow appropriate time for you to arrange for an alternative accommodation venue.

2.6.3. Transport

Visitors will be responsible for the costs and booking arrangements of any flights required to travel to the field site. It should be noted that flights to remote places are minimal and often have abnormal departure and arrival times.

LVAP will rent a 7 seat car to accommodate for LVAP advisory board members and its visitors. LVAP will prioritize its board members before its visitors for the motor vehicle seating and should the 7 seat car rented by LVAP be unable to accommodate for the visitors or should the visitors choose to travel separately, visitors will be responsible for the costs and arrangement of a motor vehicle. LVAP will notify its visitors 4 weeks in advance if LVAP's 7 seat car is unable to accommodate for its visitors.

2.7. Number of visitors

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In order to ensure adequate ground support, logistics and coordination with our local partners while limiting disruption to the schooling of the children, we limit the number of visitors within delegations on field visits. However, we certainly value the contribution our corporate partners make and welcome their participation on such field visits.

2.7.1. Wheels for Education

For our Wheels for Education program, for every 50 bikes donated by the corporate partner, 2 visitors may join our delegation. However, given that our LVAP Team will also need to travel, the total number of visitors from our corporate partners should be no more than 3 people.

2.7.2. School Packs

For our School Packs program, for every 100 school packs donated by the corporate partner, 2 visitors may join our delegation with no more than a total of 3 people from our corporate partner.

2.7.3. Capital Works

For every \$5,000 contributed by our corporate partner, 2 visitors may join our delegation with no more than a total of 3 people from our corporate partner.

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