



COMMON Q&A FOR HSS VOLUNTEERS

Q: Do I have to show my face before a camera when volunteering for BEA programs?

A: It depends. Some of the programs do not need a face-to-face role for the volunteers. Please refer to the document of “Comparing the Volunteering Opportunities” on the website for details.

Q: Can I change my volunteering interests on my initial volunteer application form?

A: Absolutely! Send an email to the Academy and we will update your profile for you. We will then match appropriate programs based on your updates. Certain change may involve additional procedures, for example to have an interview. If so, we will advise you and arrange for you.

Q: How are my volunteering hours collected?

A: The time you spend for the completion of a task assigned enters your volunteering hour log. It is likely to have two kinds of hours logged in your individual log, subject to the nature of the task assigned and your sincere effort in pursuit of the quality of your delivery: one is approved by the Academy, and the other is self-claimed.

The Academy-approved time is the meeting you are invited by the Academy to attend, the class assigned to teach, etc. These entries are added into your log already. You do not have to report back what we know.

The other type could be triggered when a certain level of sophistication of the task is involved, and the time you spend outside the Academy’s direct visibility reflects that level of sophistication fairly. Those reasonable preparations behind the doors, for instance, when you cautiously do some research, draft training slides, write a report or story etc., the time consumed is the time self-claimed on your volunteer hours log. Please time yourself and record down the beginning time and the ending time on which date. Then report back to the Academy. If a self-claim of volunteering hours without substantiation with the actual beginning and end for actual activities would NOT be logged.

What matters is to be honest with yourself. Your volunteering log with a breakdown of the accumulated hours always go together to the recipients of the volunteering hour document. These are transparent to who needs and reviews your document.

Q: Do you provide official volunteering service document to my school?

A: Yes, of course. Please write an email to the Academy and specify who is to receive the report. The Academy will prepare a cover letter for you and send it together with hours breakdown to the school recipient(s) you list. In usual context, the report is a digital report.



For this purpose, please double check your legal name/school and make sure these spellings are 100% correct, before submitting your volunteer application form.

Q: I received an invite from the Academy for an interview. How do I prepare for it?

A: The interview is a session to know you more, like your volunteering experience, strengths, preferences, etc. Feel free to show your masterpieces in the past, for example your art works, projects, or anything else you wish to tell us as a student in good position to help younger children. It is also when you can get direct answers, if any uncertainty arises during your reading of Code of Conduct or anything about BEA. So relax.

Q: I am in G12 and there is still a considerable gap in my fulfillment of volunteering services. What can I do?

A: Time management is critical in this scenario if you are managing several volunteering tasks at the same time with multiple institutions.

If your time permits, you are welcome to go for the “H” type of BEA opportunities in terms of volunteering hours, should any suit you. “H” stands for “Heavy.” This type of opportunities collects volunteering hours quickly, to equally reflect the sophistication level of projects.

Take one English teaching class for example. A typical cycle of teaching one class looks like: 30mins of discussing the teaching requirements with BEA, 1-2 hours of doing research and drafting training slides, 10-30mins of discussing on BEA comments on draft training slides to finalize them, 30-45mins of one actual class, 30mins of reviewing students’ homework and comments.

Another example is the digital artist. Creative works require thinking and thus time, for obvious reason.

Please refer to the document of “Comparing the Volunteering Opportunities” on the website for details.

Q: What if I accepted an assignment, but later a significant shift suddenly happened out of my control and made my performing no longer possible?

A: Stay calm! We know you try all your best to honor your commitment and things out of our control happen. And please help the Academy and yourself to manage the negative influence:

When you become aware that a withdrawal from an assignment is inevitable, notify the Academy immediately.

In addition, circulate around and ask your friends immediately who are as a good student as you. Check if any could rescue as a replacement.



Q: May I ask BEA to be a leadership reference in my university application or a personality reference in other situations?

A: The whole point of this volunteer-based BEA is to help you succeed as far as we could do all together. When you help younger children to become more successful, we hope you become more successful too. The Academy is thrilled to share our observation through your volunteering experience with us, with the parties you specify. Be brave to ask.