



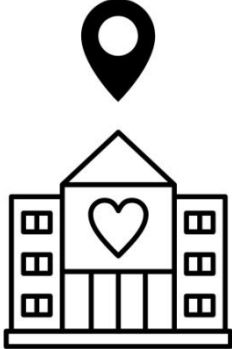







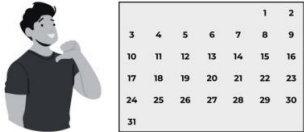


<p>European Solidarity Corps Volunteer Agreement In easy to read and easy to understand</p>	
<p>How to read this document? The yellow part gives you information. The white part is for you to fill in your information.</p> <p>What to do? Fill in your information on a computer or write it with a pen. If you need help, ask someone to help you.</p>	
<p>The European Solidarity Corps is an international program. It is a program for young people who want to work as volunteers on different projects. The money for these projects comes from the European Union.</p>	
<p>The European Union is called the EU. The EU is a group of countries that work together. These countries work to help each other and be stronger. The EU makes rules about many parts of our lives. Some of these rules are important for people with disabilities. For example, rules that give people with disabilities more rights while going abroad.</p>	

<p>A volunteer agreement is a document. It explains the rights and responsibilities of:</p> <ul style="list-style-type: none"> • the volunteer • the organisation in which the volunteer will be working. 	
<p>Preamble. The preamble is the introduction to the agreement. You will be a volunteer. This agreement is between you and the organisation. This agreement must be signed by you and a person from the organisation. By signing you agree to everything written in this agreement.</p>	
<p>Fill in your details</p> <p>Name of the project you are participating in</p> <p>Number of the project you are participating in</p>	
<p>Name of the organisation you will volunteer with</p>	

<p>Address of the organisation you will volunteer with:</p> <ul style="list-style-type: none"> • Country • Postcode • City • Street • Building number • Office number 	
<p>Name and surname of a person from the organisation</p>	
<p>Your name and surname</p>	
<p>Your address:</p> <ul style="list-style-type: none"> • Country • Postcode • City • Street • House number 	

<p>Your phone number</p>	
<p>Your e-mail address</p>	
<p>Your citizenship</p> <p>Citizenship means the country you come from. For example, Italian citizenship means that you come from Italy.</p>	
<p>Your gender:</p> <ul style="list-style-type: none"> • woman • man • other 	
<p>Your date of birth:</p> <ul style="list-style-type: none"> • day • month • year 	

Your personal reference number from the European Youth Portal

The European Youth Portal is a website.

This website has information about activities offered to young people from the European Union, for example:

- volunteering
- employment
- cultural activities.



Insurance contract number

Insurance makes travelling safer.

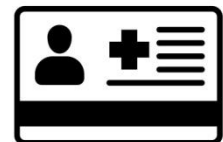
Insurance covers your health and safety while you are abroad.

Sometimes people experience difficult situations while travelling, for example:

- an accident
- illness
- staying in hospital.

If this happens you will receive money from your insurance to help you.

The sending organisation must buy insurance for you.



Chapter 1: About this agreement

This agreement explains:





- your rights and duties as a volunteer
- the rights and duties of the organisation where you will work as a volunteer.



Chapter 2: Your duties and tasks

Write your duties and tasks as a volunteer:



<p>Your volunteer agreement has an exact start and end date.</p> <p>Start date is when your volunteer work starts.</p> <p>End date is when your volunteer work finishes.</p> <ul style="list-style-type: none"> • Start date: • End date: 	
<p>Chapter 3: Money</p> <p>You will be given spending money while working as a volunteer.</p> <p>Number of days you will be working as a volunteer:</p> <p>How much spending money will you receive every day:</p> <p>You can also get money to cover your travel costs. For example, to pay for your plane tickets.</p> <p>How much money have you used on your trip:</p> <p>Important You must keep all receipts for anything you buy or pay for.</p>	  

Chapter 4: Your responsibilities as a volunteer

You should do your duties as best as you can.

You should get a **European Health Insurance Card**.

It is plastic card that you can take when traveling to another European country.

For example, if you get sick abroad this card allows you to see a doctor.

You cannot join two different European volunteering projects at the same time.

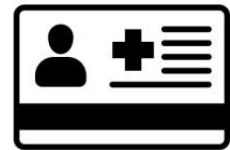
You should respect the **rights of the European Union**.

Especially human rights, for example:

- the right to equal treatment
- the right to choose.

Important

If you do not do your duties this agreement will end.



You should keep all documents about your volunteer work.
The National Agency staff may ask you for these documents.

If they ask you for the documents, you must show them to the staff.

Every country in the European Union has
a **European Solidarity Corps National Agency**.

The National Agency is an institution that:

- manages the European Union program
- helps young people and organizations
- gives money for projects
- organizes trainings.

After finishing your volunteer work you have to fill in a report.

The report is a form where you will evaluate your volunteer work and experience.

You have **one month** to fill in the report.

You can ask someone to help you fill in the report.



Responsibilities of the organisation:

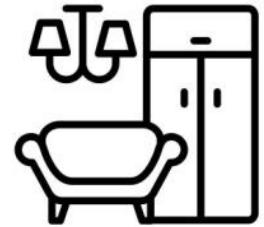
The organisation will provide you:

- a good place to work
- a good place to live.

People from the organisation will support you.

Before your volunteer work starts the organisation will send you important information, for example:

- what should you bring with you
- who will pick you up from the airport
- what is the address and conditions of the apartment where you will be staying.



Your personal data is protected by law.

Personal data is important information about you, for example:

- your name and surname
- your address
- your date of birth.

Your data will be available to the National Agency staff.

Your data will only be used for volunteering purposes.

You can change your data if you need to.

For example, if you change your address.

By signing this agreement, you agree to allow the National Agency to use your data.



Chapter 5: Suspension of the Agreement Terminating of the Agreement

Suspension of the agreement means that you stop volunteering for some time and continue later.






You can decide to suspend the agreement.


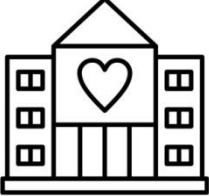

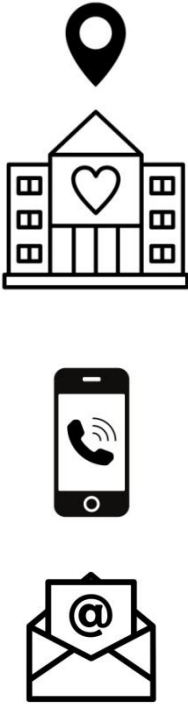
Or the organisation can decide to suspend the agreement.






The agreement can be suspended if:

- you do not do your duties and tasks
- the organisation does not do its duties and tasks
- something unexpected happens.
For example, an accident.



<p>Termination of the agreement means that you will no longer volunteer in this project. You can decide to terminate the agreement. Or the organisation can decide to terminate the agreement.</p> <p>The agreement may be terminated if:</p> <ul style="list-style-type: none"> • you do not do your duties and tasks • the organisation does not do its duties and tasks • something unexpected happens. For example, an accident. 	 
<p>If the organisation terminates the agreement you cannot apply for money.</p>	
<p>After the agreement is terminated you must still keep documents related to volunteering. National Agency staff may ask you for documents. If they ask you for the documents you must show them to the staff.</p>	
<p>Chapter 6: Sending Documents</p> <p>You must send all documents related to this agreement by registered letter. You can send the registered letter by going to the post office. The post office worker will give you written confirmation. This written confirmation is a proof that you sent the letter.</p>	

<p>You can also send the documents in an e-mail. In the e-mail you must include confirmation that you sent the documents by registered letter.</p>	
<p>Sometimes another organisation is involved in volunteering. An organisation that coordinates things can help with:</p> <ul style="list-style-type: none"> • filling out the documents • taking care of the money. 	
<p>Information of this organisation</p> <p>Name of the organisation:</p>	
<p>Address and contact information of the organisation:</p> <ul style="list-style-type: none"> • Country • Postcode • City • Street • Building number • Office number • Phone number • E-mail 	

<p>Role of the organisations:</p> <p>Role means what the organisation will do, for example taking care of the money.</p>	
<p>Name of the National Agency:</p>	
<p>Address and contact information of the National Agency:</p> <ul style="list-style-type: none"> • Country • Postcode • City • Street • Building number • Office number • Phone number • E-mail 	  

The agreement can be changed during the volunteer project.

Changes to the agreement can be asked for:

- the volunteer
- the organisation where the volunteer will work.

For example, a volunteer can ask to change the end date of the project.

Should ask for the change **in writing**.



Each European country has its own laws and its own court.

The court is a national institution.

The court:





- solves problems and disagreements
- decides punishments for breaking the law.

If there is a problem between a volunteer and the organisation it will be solved by the national court.



The agreement will be valid after the organisation signs it.



<p>Name and surname of a person from the organisation:</p> <p>Date:</p> <p>Signature of a person from the organisation:</p>	 
<p>Your name and surname:</p> <p>Date:</p> <p>Your signature:</p>	 

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