**VOLUNTEERING AGREEMENT**

This Volunteering Agreement describes the legally binding arrangement between three parties:

**Coordinating Organization**

|  |  |
| --- | --- |
| Name of organization | EUFED |
| Address  | Rue Haute 25 |
| City | Brussels | Country | Belgium |
| Postal code | 1000 | Area | No |
| Phone number | +32 2 502 80 66  | E-mail | info@eufed.org |

**Host Organization (National Youth Hostel Association or Hostel it manages)**

|  |  |
| --- | --- |
| Name of organization | Enter name |
| Address  | Enter address |
| City | Add city | Country | Enter country |
| Postal code | Add code | Area | Enter area |
| Phone number | Add number | E-mail | Enter e-mail |

And

**Volunteer**

|  |  |
| --- | --- |
| Last name | Enter last name |
| First name | Enter first name |
| Nationality | Enter nationality |
| Address  | Enter address |
| City | Add city | Country | Enter country |
| Postal code | Add code |  |  |
| Phone number | Add number | E-mail | Enter e-mail |
| Passport ID number | Enter Passport ID number |

1. **Purpose**

The purpose of this Agreement is to formalize the relationship between three parties in order to maximize cooperation and to create smooth communication.

1. **Responsibilities of Coordinating Organization:**

2.1 Bears the administrative responsibility for the entire project.

2.2 Coordinates the project in cooperation with Host Organisation.

2.3 Ensures that the volunteer receives the informational kit.

2.4 Provides support to the volunteer it places in the Host Organisation.

2.5 Carries out all or some of the administrative tasks of the Host Organisation involved in the project.

2.6 Ensures with Host Organisation that the volunteer has an insurance against occupational disease and accidents while carrying out the volunteering roles.

2.7 Provides a certificate, attesting participation of the Volunteer in the project and the experience and skills she/he has acquired during the period of service.

1. **Responsibilities of Host Organization:**
	1. Provides a volunteer an adequate insurance against occupational disease and accidents while carrying out the volunteering roles that have been approved and authorized by this Agreement.
	2. Provides the volunteer with reimbursement for any reasonable out-of-pocket expenses that he/she incurs when performing activities/tasks as approved by this Agreement.
	3. Is committed to providing a suitable training, safe and healthy environment to the Volunteer.
	4. Provides a mentor to the Volunteer. The full name of the mentor Click here to enter name, e-mail Click here to enter e-mail and phone number Click here to enter a phone number.
	5. Takes care of the practical arrangements in order to support and guide the Volunteer from the moment of his/her arrival in the host country.
	6. Provides the Volunteer a free board and lodging. Her/his accommodation must remain available for her/him throughout the entire service period, including holidays.
	7. Ensures that the Volunteer can live in safe and clean accommodation and can eat sufficient and healthy food.
	8. Encourages the Volunteer to use her/his own ideas, creativity and experience to develop his/her own projects or activities relating to the work of the hostel.
	9. Establishes and maintains appropriate contact with EUFED and the insurance company if a serious incident occurs.
	10. Offers supervision and guidance to the Volunteer through experienced staff.
	11. Provides personal support and support during the learning process to Volunteer.
	12. Gives the Volunteer the opportunity to integrate into the local community, to meet other young people, to socialise, to participate in leisure activities, etc.
	13. Encourages contact with other volunteers whenever possible.
2. **Responsibilities of Volunteer:**
	1. The Volunteer performs all activities/tasks on a voluntary basis, of his/her own free will, and will not receive any payment for his/her work.
	2. Supports aims and objectives of the Host Organization.
	3. Participates in all training programs.
	4. Operates under the direction and supervision of nominated staff and obey reasonable directions and instructions.
	5. Understands and complies with the Host Organisation’s policies and procedures; including anti-discrimination, health and safety and confidentiality.
	6. Notifies his/her mentor or another member of staff of any hazardous situations that pose a risk; and reports any accidents or incidents relating to staff, volunteers and equipment.
	7. Behaves appropriately and courteously to both the staff and the public with whom he/she interacts in the course of the project.
	8. Uses any property or equipment given to him/her during the project only for purpose of the job and returns it to the organisation when he/she finishes the volunteering.
	9. Takes good care of the accommodation that has been provided for her/him.
	10. Agrees to transfer all intellectual property rights and interests (including copyright) in any ideas or materials he/she creates relating to their provision of voluntary services at Host Organization.
	11. Lets the Host Organization to know if he/she wishes to change the nature of his/her contribution (e.g. hours, activities) at any time.
	12. Is open and honest in his/her dealings with Coordinating and Host Organizations and let them know if the volunteering program and support the volunteer receives could be improved.
	13. Is responsible for informing EUFED and Host Organization about any circumstances that may influence her/his capability to carry out certain tasks and about any individual special needs.
	14. Must obtain a visa, if so required by the legislation of the host country.
	15. Must not act in any way that could put others or her/him at risk of being injured.
	16. Gives EUFED regular feedback on her/his experience and must evaluate the overall project when requested by EUFED upon her/his return.

1. **Duration of Volunteering in Host Organization**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 5.1 | Starting date | Click here to enter a date. | Ending date  | Click here to enter a date. |
| 5.2 | Working hours | Enter number | Per day |  |
| 5.3 | Working hours | Enter number | Per week |  |

1. **All parties agree on the below mentioned activities/tasks that will be carried out/performed by the volunteer during the volunteering period.**

|  |  |
| --- | --- |
| 6.1 Activity/Task | Enter activity/task |
| Short description: |
|  |
| 6.2 Activity/Task | Enter activity/task |
| Short description: |
|  |
| 6.3 Activity/Task | Enter activity/task |
| Short description: |
|  |

* + 1. **Other**

7.1 Fulfilled Questionnaire to volunteer, Questionnaire to Host Organization, Informational Kit to Volunteer, Volunteer's insurance against occupational disease and accidents while carrying out the volunteering roles and a Guide for Exchange of Youth Volunteers in Europe complement this Agreement.

7.2This Agreement shall enter into force upon signature by all Parties.

7.3 This Agreement may be amended at any time, but only by the written agreement of the Parties.

7.4 This Agreement has been prepared authentically in English. If any question regarding any part of the agreement should arise, the Parties must find a solution in consultation with each other.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| DONE at | Enter place | in triplicate,  | on | Enter a date. |

|  |  |  |  |
| --- | --- | --- | --- |
| Last name, First name and Signature of Legal Representative of EUFED | Click here to enter a name | Date | Enter a date. |

|  |  |  |  |
| --- | --- | --- | --- |
| Last name, First name and Signature of Legal Representative of Host Organization | Click here to enter a name | Date | Enter a date. |

*By signing this document I,* Click here to enter a full name of a volunteer *, agree to have read and understood the terms and conditions of the volunteering project. Violation of rules will result in immediate termination of the Agreement and without further responsibility from EUFED and Host Organization.*

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of Volunteer |  | Date | Enter a date. |