

audit number:

date:

filled in by:

Current situation: describe all the activities that your organisation undertakes for each step. Please consult the infosheet for this theme for relevant questions.

step 1: contact and collaboration with sending organisation

step 2: use of written forms and documents, including materials that are used for the volunteers

step 3: practicalities, including travel arrangements and housing

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step 4: preparation of the volunteer

Additional information

Attachments (describe what documents you attached; use the paperclip on the left to attach documents)