

C. arrival & first month of the project

INFOSHEET

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how to use this form?

This form is about the first month after the ESC volunteers arrived in the country where they will volunteer. The idea is that you describe all the activities that your organisation executes in the first month of the project, including arrival. You are asked not only to describe your activities, but also to attach all relevant documents that you use as part of your procedures. Think of guarantee forms, checklists of inventories that volunteers need to sign, and a form to describe learning objectives. Describe who is doing what, when and how for each step.

We identified five different steps that are summarised below:

1. First day: how do you organize the day of arrival? How do you organize travel arrangements and where do you meet the volunteer? What documents are signed on the first day? Does the volunteer pay a guarantee? If yes, how do you administrate this? Are there other contracts that the volunteer needs to sign? Are there rules for using the accommodation and transportation? How and when are these rules communicated: before or after arrival?
2. Getting to know the work and living environment: what is the first week like? How does the volunteer get to know the living area and how are practical arrangements made (for instance registration at a general practitioner, opening a bank account)? How is the volunteer introduced to the work place? What information is provided? Does the hosting organization formally present itself?
3. Getting to know the people: when and how often will mentor meetings take place? When do they start? Is there a possibility for the volunteer to get to know all people from the hosting organization? How are the volunteers introduced to each other? Who is responsible for registration for training?
4. Communication: does the volunteer know how to get in touch with all relevant stakeholders? What type of documentation is provided to ensure transparent communication? Does the volunteer know for what questions he/she needs to turn to whom?
5. Safety: how is the safety of the volunteer guaranteed, specifically adapted to the working and living environment? What documentation is provided?

how?

what?

who?

when?