

# B. preparation for arrival to host volunteers

INFOSHEET

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## how to use this form?

This form is about the preparation for arrival to host ESC volunteers. The idea is that you describe all the activities that your organisation executes to prepare for the arrival of volunteers. 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 activities such as agreeing on the Activity Agreement, agreeing terms and conditions with the partner organizations, collecting all the relevant documents (like visa and Certificates of Good Conduct), communicating specific rules and regulations of the project to the volunteer, etc. Describe who is doing what and how for each step. We identified four different steps that are summarised below:

1. Contact and collaboration with the sending organisation: how does the contact take place with the sending organisation? Who is responsible for the AA? What do you do when a volunteer does not have a sending organisation? How do you organise the financial division of the budget?
2. Use of written forms and documents, including materials that are used for the volunteers: are volunteers obliged to submit a Certificate of Good Conduct? Who is responsible for the mobility tool and submitting the volunteer's data? Who is responsible for the Cigna registration? How do you ensure that the volunteer knows how Cigna works? How do you ensure that a volunteer has a valid European Health Insurance Card (EHIC)? Who is responsible for OLS? What is the content of the AA and how do you put it together?
3. Practicalities: who is responsible for the travel arrangements and prefinancing the tickets? How is the travel budget communicated with the volunteer? Do you promote traveling by bus/train as opposed to traveling by plane? How do you organize the housing of the volunteer?
4. Preparing the volunteer: what do you do to ensure matching expectations (for instance in terms of learning objectives) between the partners (hosting and supporting (sending) organizations and volunteer)? What materials do you use to inform and prepare the volunteer? Do you also use written documents for this purpose? How do you ensure that the volunteer is mentally and physically capable of doing the volunteer work? Do you include visual material to prepare the volunteer?

how?

what?

who?

when?