



## ACCREDITATION REQUIREMENTS

### OBLIGATIONS OF THE ORGANISATION RELATED TO THE DEPLOYMENT OF THE VOLUNTEER

Whether ensuring the deployment of the volunteer(s) directly or through associated partners/other organisations, the coordinating organisation (beneficiary) is responsible of the respect of the following obligations:

#### 1.1 PARTNERSHIPS

A solid partnership between sending, receiving, coordinating organisations and the volunteer is the basis of every volunteer activity.

Adequate matching between the volunteer profile and the tasks has to be in place.

- The sending organisation is in charge of the preparation and support of the volunteers before, during and after the volunteering activity.
- The receiving organisation has to ensure safe and decent living and working conditions for the volunteer throughout the entire activity period. It has to provide adequate personal and task-related support, including the identification of a mentor for the volunteer.
- The coordinating organisation (applicant) has the role of facilitating the implementation of the project by offering administrative and quality support to all project partners and enabling their networking.

#### 1.2 PRINCIPLES TO BE ENSURED

- The non-formal learning for the volunteer.
- The service dimension through a clear definition of the non-profit-making character of the project and the volunteer tasks. Fulltime service and active role of the volunteer in implementing the activities have to be ensured. Volunteer activities must not replace any employment.
- The benefit to and the contact with the local community.
- Every service is free of charge for the volunteers.
- Accessibility and Inclusion: when recruiting volunteers, the organisations ensure the overall accessibility for all young people, without prejudice related to ethnic group, religion, sexual orientation, political opinion, etc.



### **1.3 QUALITY STANDARDS TO BE ENSURED**

#### *1.3.1 Support to the volunteer*

- before, during and after the volunteer activities;
- for travel arrangements and all the ESC administrative procedures;
- by facilitating the volunteer's participation in the training cycle, if relevant;
- by foreseeing proper evaluation measures.

#### *1.3.2 Information*

- All partners have the right to receive complete information on the project and agree on all aspects.
- Visibility, dissemination and publicity measures have to be in place.

#### *1.3.3 Recognition*

- Each volunteer is entitled to receive a certificate of his/her experience.

#### *1.3.4 Evaluation*

- Each volunteer is called to assess his/her experience and to declare the support, including financial, received by the organisation.

## **2. TASKS AND RESPONSIBILITIES**

A suggestion on how the roles and tasks of organisations involved in the volunteering activities could be shared is included below. In any case, the coordinating beneficiary is responsible of the implementation of all these tasks and, in case other organisations are involved, is called to compulsorily define to which organisation each task is assigned.

### **2.1 COORDINATING ORGANISATION:**

- coordinates the project in cooperation with all sending and receiving organisations;
- helps the volunteer(s) to find and contact a receiving organisation;
- ensures, with the sending and receiving organisations, that each volunteer is in possession of the European Health Insurance Card (if applicable) and is covered by an obligatory third party liability insurance for his/her volunteering activities;



- provides support to the volunteer(s) it places in the receiving organisation(s);
- keeps in contact with the volunteer(s) and with the receiving organisation(s) during the project.
- provides support to volunteer(s) to help reintegrate them into their home community;
- gives volunteers the opportunity to exchange and share experiences and learning outcomes;
- encourages the involvement of the volunteer(s) in dissemination and exploitation of results and learning outcomes;
- provides guidance regarding further education, training or employment opportunities;

## **2.2 RECEIVING ORGANISATION (which could coincide with the Coordinating Organisation):**

### *2.2.1 Mentor*

- identifies a mentor who is responsible for providing to the volunteer(s)
- provides personal support

### *2.2.2 Task-related support*

- offers supervision and guidance to the volunteer(s) through experienced staff.

### *2.2.3 Personal support*

- provides personal support to volunteer(s);
- gives the volunteer(s) the opportunity to integrate into the local community, to meet other young people, to socialise, to participate in leisure activities, etc.;
- encourages contact with other volunteers whenever possible.

## **3. PRINCIPLES TO BE RESPECTED BY ALL ORGANISATIONS INVOLVED**

- ensuring universal accessibility: receiving organisations cannot specify that volunteer(s) should be of a specific ethnic group, religion, sexual orientation, political opinion, etc.;
- offering to the volunteer(s) the opportunity to carry out a well-defined set of tasks, allowing some of the volunteer's ideas, creativity and experience to be integrated;
- identifying clear learning opportunities for the volunteer(s).



- providing suitable accommodation (covering also the holiday period) to the volunteer(s).
- ensures that means of local transport are available for the volunteer(s).
- gives the due allowance to the volunteer(s) on a weekly or monthly basis