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## INFORMATION PACKAGE FOR PLACEMENTS IN THE IJFD<sup>1</sup> VOLUNTARY SERVICE

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- This information package is intended to **help** you, the placements
    - to get a general idea in a compact form
    - about the **course of the voluntary service**
    - and the **cooperation** between you as the placement and the GVS on the deployment of IJFD volunteers through the GVS
  - This brief outline contains the **most important points**. Please refer to the annexures for **more detailed information**.
  - Thank you for taking the time to read this – **we look forward to working with you!**
  - If you have any questions please feel free to drop us a line at [info@gvs-online.eu](mailto:info@gvs-online.eu)
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### ➤ Introduction

Young adults in Germany have the opportunity to take part in voluntary service programs which are **funded by the German government**. The **IJFD** is a voluntary service of that kind. In addition to the government subsidies the volunteers have to raise funds for their IJFD through a network of sponsors.

Placements (i.e. your project abroad) are approved **through the relevant government authority** (the Federal Office for Family and Civil Society Tasks, BAFzA).

During the approval procedure the **German embassy** in your country **may contact the placement or you** (by telephone, visit on site). **With this information leaflet we would like to prepare you for that** – for more details please see the annexure.

Apart from approval, another prerequisite for deployment is that the volunteer is in possession of the correct visa and that the German Ministry of Foreign Affairs does not object to the deployment for reasons of security.

### ➤ Briefly: Who we are

#### The GVS ...

.... is the provider and thus responsible for the voluntary service

.... is based in Germany

.... has been sending young people abroad via voluntary services for more than 10 years

.... was established to support the **projects**

**abroad**. In practical terms this goal is implemented in voluntary service work with

The GVS-Team

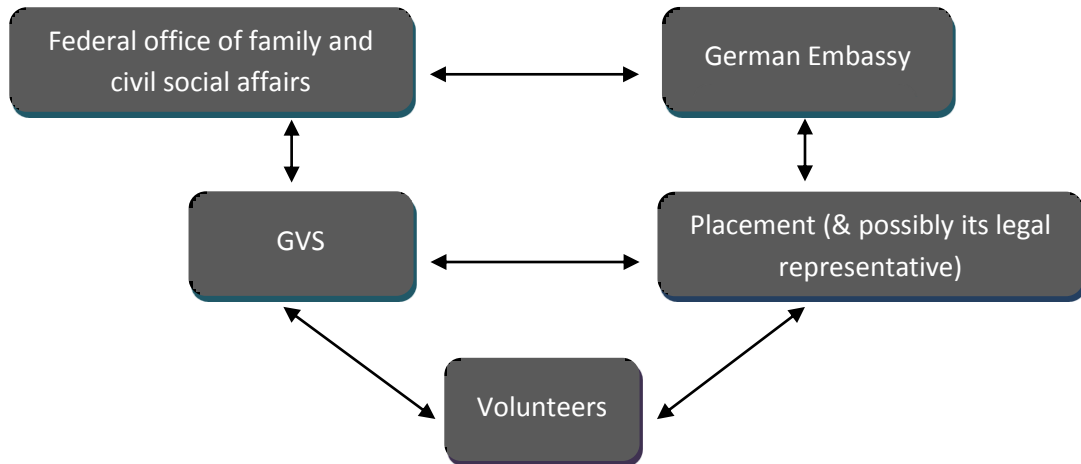
which **the GVS would like to invest in young people and in the work at the placements**.



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<sup>1</sup> Internationaler Jugendfreiwilligendienst (Engl.: International youth voluntary service)

➤ **Interaction in the implementation of voluntary services**



➤ **Now we would like to introduce you to the duties of a placement:**

- Consultation and reliable **cooperation with the GVS**
- **Selection of volunteers:** If the placement wants to participate in the selection of volunteers the GVS will be happy to comply.
- **Mentor the volunteers** – for detailed information please refer to the annexure.
- Regular **evaluation of the cooperation** e.g. by forwarding the annual feedback form for each group of volunteers
- Organise suitable **accommodation** for the volunteers and make arrangements for their **meals**
- Provide **a work supervisor** and a pedagogic **mentor** as contact persons for the volunteers
- Provide a **fulltime auxiliary** activity which is neutral with respect to the labour market, oriented toward the common good and mainly practical
- An **appreciative attitude** towards the volunteers
- Assist with organising language acquisition (if required)
- **Forward mentoring documents** (e.g. reflection forms, certificate questionnaires) to the GVS
- **Close cooperation in cases of emergency.** Please keep in mind that it is imperative to **notify the GVS immediately** and to establish contact; the GVS will take charge of crisis management.
- Record extraordinary situations, notify pedagogic GVS mentors without delay
- If necessary, conduct interim reflection seminars and forward seminar certificates to the GVS
- **Timely notification** of changes regarding activities, contact persons, accommodation, board and other placement data
- **Deployment of volunteers only at the postal address which was given in the IJFD application form and was subsequently approved.** Background: Approval of placement and support payments are only valid for this address. If a volunteer is to be deployed at a different address the GVS has to be notified before the transfer takes place. Applying for another placement via the GVS and obtaining approval thereof is possible without problem.
- If the placement cooperates with a **legal entity**<sup>2</sup> it may **delegate tasks** to such entity.

<sup>2</sup> The legal representative may be the German organisation or the organisation on site which supports the placement's work with volunteers.

The **implementation agreement** is intended for that purpose – please forward the same to the entity. For more specific details please see the annexure.

➤ **These are the tasks that the GVS deals with:**

- **Application procedure**, selection of volunteers
- **Concluding the contract** with volunteers
- **Insurance cover** for the volunteers
- Submit IJFD - applications for placements to the relevant authority
- **Public relations work**
- **Render pedagogical support** to the volunteers
- Coordinate and secure, plan and conduct **seminar days for briefing and debriefing** the volunteers
- **Crisis management**
- **Personnel management** with regard to the volunteers
- Issue **confirmations and certificates**
- **Handling of finances**
- Assist volunteers in establishing a network of donors
- Maintain contact with the relevant authority (Federal Office for Family and Civil Society Tasks)
- In countries which require an **extended police clearance certificate for activities involving children and youth**, the GVS will obtain such certificate and send a copy to the placement.

➤ **Contact/exchange between placement and GVS**

- The **cooperation is based on a contract** which defines the responsibilities of the GVS and the placement – for detailed information see the annexure. The contract is signed at the start of the cooperation.
- The placement and the GVS contact each other (e.g. by telephone) for a **general exchange at least once a year**. The placement is welcome to direct any questions it might have to the GVS at [info@gvs-online.eu](mailto:info@gvs-online.eu).
- Another form of exchange and a possibility to discuss changes is the **feedback form** in summer (in preparation of the next group of volunteers).  
Important request: In case of changes regarding costs, volunteers' areas of responsibility, volunteers' places of deployment and in particular in emergencies (political unrest, environmental disaster, illness, etc.) → please notify the GVS immediately.

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**Annexures - for more comprehensive information:**

- Cooperation agreement between the placement and GVS
- For placements with a legal entity: Implementation agreement
- For new placements: German embassy questionnaire for approving the placement
- Support for volunteers abroad