**ESC PROJECT PLAN & PRACTICAL ARRANGEMENTS**

| **Name Volunteer:** |  |
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| **Name Hosting Organization:**  |  |
| **Coordinating Organisation:** |  |
| **Project code:** |  |
| **Start date activity:** |  |
| **End date activity** |  |

| ***Tasks of the Volunteer(s)**** Task A
* Task B
* Task C
* Task D
* Task E
* Task F
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| ***Working hours and days off:***The volunteer will work 35 hours a week maximum, five days of the week and has 2 days off each week. The volunteer will have 2 days extra holidays per month. Holidays will be taken in agreement with the host organization. |
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| ***Food and Accommodation***The volunteer will receive XXXX Euros as food allowance each month, directly from the hosting organization. Please describe the accommodation provided, paying attention to the following details:- Private/shared room- Bathroom (shared with how many people)- Kitchen (shared with how many people)- Other available facilities, including washing machine and internet- Any special conditions applicable to the accommodation provided:  |
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| ***Local Transport***Please describe the means of transport provided to the volunteer, if applicable  |
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| ***Volunteer Allowance***The volunteer will receive daily pocket money as determined in the 2023 European Solidarity Corps Guide. The hosting organisation is responsible for regularly paying this amount directly to the volunteer, by bank transfer or in cash. Upon completion of the project the volunteer will sign a document with the sending organisation to testify the received amount of allowance.The pocket money for COUNTRY, as found in the 2023 guide, is € X / day |
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| ***Language Support***Please describe the language support you will provide, if applicable. Please mention at least the means/method of language support, the frequency and the total number of language support hours during the project.  |
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**Signature**

| Name HO contact name |  |
| --- | --- |
| Place |  |
| Date |  |
| Signature |  |

**Signature**

| Name Volunteer:  |  |
| --- | --- |
| Place:  |  |
| Date:  |  |
| Signature |  |

**Signature**

| Name SO contact name:  | Hans Hindriks |
| --- | --- |
| Place:  | Den Haag |
| Date:  |  |
| Signature |  |