**ESC Contract**

I, FULL NAME born DATE in CITY, COUNTRY agree to participate in a long-term ESC project under the conditions in this agreement.

Participant Reference Number (PRN):

Phone number:

Email:

As volunteer in this project, I have the following **responsibilities**:

**Before departure**

1. Read all documents that I receive from my sending and hosting organization and pose any questions.
2. Attend, where possible, the pre-departure training of the Dutch National Agency.
3. Obtain visa for my stay in the hosting country if applicable.
4. Cooperate with the sending/coordinating and host organization according to the conditions mentioned in this agreement in the event of withdrawal prior to departure.
5. Inform legal relatives about my participation in the ESC project (hosting country, project period, contact information of sending and hosting organizations).
6. Provide the hosting and sending organization with contact details of the contact person who can be reached in case of emergencies.

Name of contact person:

Relation to Volunteer:

Address:

Postal Code:

Place:

Phone Number:

Email:

1. Provide my sending organization with the necessary information for processing the ESC health insurance (name, date of birth, project dates, PRN, personal circumstances that may make me eligible for exceptions to certain ESC rules - my mentor from Eastpackers will inform me about the eligible personal circumstances)
2. I am aware that ESC only offers health insurance and no travel insurance. I decide whether I want to obtain adequate travel insurance for the duration of my ESC project, for which I am myself responsible.
3. Inform my sending and hosting organization about any medical circumstances that could influence my ESC experience.
4. Inform my sending and hosting organization about any special preferences/necessities with regards to personal support, living situation, or work tasks.

**On arrival:**

1. Participate in on- arrival training courses and job-related training courses, orientation and language courses. My hosting organisation will provide me with details about these trainings.
2. Read and sign the documents related to safety instructions or additional rules in my hosting project, if applicable.
3. Cooperate with my sending and hosting organization for obtaining a certificate of good conduct (VOG), if applicable.
4. Maintain regular communication with my mentors, both from the sending and hosting organization. This entails informing them of my preferred mode of communication (email/whatsapp) and responding to their messages within one week.
5. Communicate to my tutor or mentor (host organisation) about my learning objectives, progress and any obstacles I encounter in reaching my objectives.
6. Be proactive and cooperative in finding solutions for such obstacles.
7. Carry out the project duties as described in the project description.
8. Contribute time, energy and enthusiasm towards the aims and objectives of the project activities.
9. Follow hosting organisation general rules as well as accommodation rules.
10. Keep the accommodation site and lent properties in proper condition.

**Upon return:**

1. Participate in all stages of the final evaluation of the project, including the official ESC evaluation and a written evaluation according to the Eastpackers template.

21a) If I fail to complete the official ESC evaluation within 2 months upon return I will lose my ESC funding and have to refund all costs made for my participation.

21b) If I fail to complete the Eastpackers evaluation form, I lose the right to have my € 75 deposit refunded

1. Cooperate in all possible ways with the hosting organization if a suspension or withdrawal of the project is foreseen.
2. If I am removed from my project due to serious misconduct (including criminal activities or non-compliance with the host’s rules as written in the Activity Agreement) I may have to cover (part of) my travel costs myself.
3. Inform the sending/coordinating organization as soon as possible in case of considering adjustments to the duration and/or implementation of the service, including, but not limited to, different activities, shortening of the project or cancellation of the project.
4. Participate in any mediation or support offered by the sending organization in case of work-related problems.
5. Participate in an ESC evaluation meeting that is organized by the Dutch National Agency.
6. Hand all the travel documents (tickets, invoices, boarding passes) to the project coordinator after arrival back home.
7. Inform my coordinating organization about the bank details for transfers of pocket money and/or reimbursements of costs I made with approval of the coordinating organization. All transfers concerning the project will be made to the following bank account:

IBAN:

Name:

**Preconditions for travel funding:**

28) If my hosting organization is coordinating my project, I follow their rules and regulations regarding travel funding. If Eastpackers is my sending organization, the following rules and regulations (29 u/i 33) apply:
29) Eastpackers will book my travel for me in communication with me and according to my indicated availabilities and, as far as possible, preferences.

30) If I prefer, I can decide to organize my own travel. In this case I have the right to a refund of maximum the cheapest ticket to/from my city of origin to my project, in the comparable category (Green or not).

31) My travel will only be refunded if its dates lie before/after my project dates by the maximum amount of vacation days related to my project (2 days per month) + the travel days as indicated in the ESC guidelines (6 for green travel, 4 for other). If my travel plans deviate from this rule, I need to submit a declaration of the reason for my deviating travel dates. My sending organisation will determine whether this declaration is a valid exception to the travel funding rules.

32) If I have to book my travel less than 1 month before due to a mistake or decision of my own, and my travel costs exceed the budget indicated in the ESC guidelines, I am responsible for paying the difference.

33) I am aware that any travel that I book without communication with my coordinating organization, may not or only partially be refunded.

**Data protection:**

34) By signing this contract I give Eastpackers permission to store my data until two years after the completion of my project.

35) After these two years, I can request to have my data removed. If I don’t request the removal of my data, it will be stored by Eastpackers until my 30th birthday or until I have completed the maximum 12 months of volunteering within the European Solidarity Corps.

36) This concerns: my personal data as entered in the registration form and this contract, as well as information concerning my project: travel and project dates, host organisation, location, travel route and costs. This also includes any documentation related to the project, such as the evaluation form and any declarations/documentations of reimbursable costs.

37) I have the right to review this data at any time upon my request.

As a volunteer, I have the following **rights:**

1. To request and receive support from the project hosting and sending organization in order to obtain the necessary legal documents (certificate of conduct, visa, contracts) for my stay in the host country during the project period;
2. To participate in ESC training courses (according to their availability in relation to my project dates);
3. To request and receive support from sending organization in order to arrange travel to host country and back;
4. To receive from the hosting organization coverage of the following costs: accommodation, food and local transport as outlined in the Activity Agreement;
5. To receive pocket money on a monthly basis according to the financial conditions of European Solidarity Corps Programme;
6. To receive health insurance for the project activity period and information how to use it;
7. To receive language support in the first stages of the project (online or in-person depending on the project);
8. To have assigned a mentor by the hosting organization for the entire project period. A mentor supports my learning process and helps in the case of conflict between me and the hosting organisation. My mentor is *not* the same person as the coordinator of my project.
9. To request and receive support from the hosting and sending organization in order to solve any problems that might happen during the implementation of the project activities;
10. To receive access to the Youthpass tool to keep track of my competences and skills that I acquired during the project, resulting in a Youth Pass Certificate at the end of my project;
11. To suspend or cancel my participation in the project based on personal reasons, after full cooperation with all partners involved, full compliance with the conditions mentioned in this agreement, and full understanding of the possible financial consequences that this decision entails.

**Signature**

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