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| **SERVICE VOLONTAIRE DE COOPERATION**  **Volunteering activity proposal** |

***A proposal of an individual volunteering activity must be completed for each volunteer.***

***The proposal is an annex to the volunteer’s volunteering agreement and therefore should be as detailed as possible.***

***The document can be completed in Luxembourgish, French, German, or English.***

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| **Title of the volunteering activity** |  |
| **Name of the volunteer – (if known)** |  |

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| **1. Section to be completed by the applicant organisation** | | | |
| **1.1 Identification of the applicant organisation** | | | |
| Organisation name |  | | |
| Address: | Street, N°. | | |
| Postal code, town or city | | |
| Country | | |
| P.O. Box |  | | |
| Website  *Sending & hosting organisation* |  |  | |
| Person authorised to sign the agreements related to the activity | Surname |  | |
| First name |  | |
| Position |  | |
| Bank details | IBAN account: | |  |
| BIC: | |  |
| Summary of the organisation's activities (maximum 1 page) |  | | |

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| **1.2 Identification of the volunteering activity** | | |
| Activity location details | Name of the venue | |
| Name of the hosting organisation | |
| Street, N°. | |
| Postal code, town or city | |
| Country | |
| Expected duration of the mission (include travel days if needed – i.e., arrival might differ from beginning) | Date of arrival of the volunteer |  |
| Date of beginning of the activities |  |
| Date of end of the activities |  |
| Date of departure of the volunteer |  |
| Duration of activities in days |  |
| ***Beware:*** *possible start: on the 1st and 15th day of the month, end on the 14th or last day of the month* | | |

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| **Contact person – for the mission**  *(Management of the activity, administration and finances)* | Surname |  |
| First name |  |
| Address: |  |
| Phone number |  |
| E-mail address |  |
| **Mentor – hosting organization**  *(Pedagogical support)*  The mentor should be a different person than the supervisor | Surname |  |
| First name |  |
| Position |  |
| In service since |  |
| external to the hosting organization  internal | |
| Phone number |  |
| E-mail address |  |
| **Supervisor – Hosting organisation**  *(Supervising tasks & activities)*  The supervisor should be a different person than the mentor | Surname |  |
| First name |  |
| Position |  |
| Phone number |  |
| E-mail address |  |
| **Mentor – sending organisation**  *(Pedagogical and financial logistical supervision)* | Surname |  |
| First name |  |
| Position |  |
| In service since |  |
| Phone number |  |
| E-mail address |  |

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| **Summary of the volunteering activity. (max. 2.000 characters)** | | |
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| **Timeline – please give a short description of the different phases of the activity, taking into account the stages of cultural adaptation[[1]](#footnote-1).**  *(if applicable: mention specific major events in which the volunteer will be involved)* | | |
| **Please specify if a preparation phase in Luxembourg is required, including the number of months.**  *If the volunteer intends to complete a preparation phase in Luxembourg, this must be specified in the following list.  A separate agreement will be drafted for the preparatory phase, which will be conducted as a national voluntary service.* *Max. 3 months for preparation, min. 6 months in the destination country.* | | |
| Preparation phase in Luxembourg:  Yes /  No | | Duration in months: |
| **Predeparture** |  | |
| **Month 1 – Start phase** |  | |
| **Month 2** |  | |
| **Month 3** |  | |
| **Month 4** |  | |
| **Month 5** |  | |
| **Month 6** |  | |
| **Month 7** |  | |
| **Month 8** |  | |
| **Month 9** |  | |
| **Month 10** |  | |
| **Month 11** |  | |
| **Month 12** |  | |
| **Back home** |  | |

A screenshot of a cell phone

Description automatically generated

Rajasekar, J., & Renand, F. (2013). Culture Shock in a Global World. International Journal of Business and Management, 8(13), 144.

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| **1.3 Implication of the volunteer inside the hosting organisation** | |
| **What is the added value** that this volunteering might provide to the hosting organisation? (expectations) | |
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| **Possible additional trainings offered** (language course, task related, security, …) | |
|  | |
| Participation in mandatory trainings and meetings (please indicate the date & name of the provider) | |
| Predeparture training (in the home country) |  |
| Other meetings |  |
| **Tasks & activities of the volunteer**  *(i.e., participation in developing educational measures, organising sports events, promoting cultural activities, …)* | |
|  | |
| **Learning opportunities for the volunteer.** Skills and competences that the young person could acquire. Refer to the volunteer’s objectives and expectations[[2]](#footnote-2). | |
|  | |
| **Please describe how you ensure the support** **and the follow-up of the volunteer during the volunteering activity***(Mentoring, supervision & support of the volunteer (support upon arrival, introduction into the organisation and the team, societal integration outside of the organisation, follow up and evaluation of the tasks, …)* | |
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| **1.4 Promotion of volunteering, participation and solidarity** |
| How do you intend to support and increase the volunteer’s civic spirit and volunteering spirit during and beyond the mission? **Motivation and objectives** of the organisation to host a volunteer – with a particular regard to the aspects of solidarity. |
|  |
| How can this mission promote volunteering, solidarity and civic participation in general? |
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| **1.5 Risk prevention and conflict management** |
| Please describe the measures foreseen for risk prevention, safety and conflict management.  Strategy? Implicated/concerned persons? |
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| **1.6 Practical arrangements** |
| Please describe as detailed and as needed as possible the foreseen arrangements for the volunteer:   * predeparture support and preparation * third-party insurance * repatriation insurance * support for travel arrangements (1x round trip) * accommodation (type of accommodation, address) * administrative support linked to residence in the host country * support for visa & residence permit   + entry and residence requirements * registration in the host country (compulsory in most countries for stays longer than 3 months) * vaccination (if necessary, needed due to tasks with risk of contamination) * financial management & issues: pocket money, food allocation, … * access to public transport, monthly or annual ticket (daily mobility of the volunteer)   **Please mention who is in charge of the different tasks** (role and responsibility of the partners, including the volunteer): administrative steps, volunteering agreement |
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| **1.7 Foreseen weekly schedule of the volunteer (standard week)**  *(In principle an average of 35 hours over 5 days/week, 2 days off per week)*  *Please indicate the time frame* ***and*** *the foreseen tasks.* | | | |
|  | Morning | Afternoon | Evening |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |
|  | | | |
| **1.8 Days off and public holidays**  *(Please specify the modalities regarding the days off* ***and*** *the public holidays inside your organisation)* | | | |
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| **1.9 Financial aspects and arrangements** | | | |
| **1.9.1 Sharing of the organisational financial support**  *(The partners agree to share the financial support according to the following budget)*  *Find a list an calculator of the funds in* [*the Living and organisational support table of grants.*](https://www.volontaires.lu/wp-content/uploads/2025/02/calculator_svc_living-and-organisational-support-table-of-grants.xlsx)  *The sending organisation calculates the funds for accommodation and food based on the remaining amount after deducting its share from the organisational support.* | | | |
|  |  | Participant /sending organisation | **€** |
| Funds due to the sending organisation  (=30€ per month) | | Sending organisation | **0,00€** |
| Funds for accommodation | | Sending organisation | **0,00€** |
| Funds for food allowance | | Sending organisation | **0,00€** |
| Pocket money (4€ per day) | | Sending organisation | **0,00€** |
|  | | **Total** | **0,00€** |

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| **Funds due to the sending organisation** | | | |
| Funds due to sending organization (per month) | Amount per month | Number of months: | Total amount |
|  | 30,00€ | months | **0,00€** |
| **Food-Allowance / participant’s allowance for means of subsistence:** | | | |
| Monthly food allowance for participants | | **0,00€** | |
| Is the food allowance paid weekly or monthly? | | On a weekly basis | |
| On a monthly basis | |
| How is the food allowance disbursed? | | In cash and upon signature of a receipt | |
| By bank transfer to the participant’s bank account | |
| **Accommodation**  *(In case the accommodation costs exceed the financed amount, the sending organisation will cover the additional costs)* | | | |
| Monthly allowance for accommodation | | **0,00€** | |
| How is the accommodation for participants arranged? | | Room with a family | |
| Room in a living community | |
| Single flat | |
| Other: \_\_\_\_\_\_\_\_\_\_\_ | |
| Address of the accommodation: | | Street, N°. | |
| Postal code, town or city | |
| Country | |
| Phone number | |
| **Pocket money** | | | |
| Pocket money for the activity (per day) | | **4,00€** | |
| Is the pocket money paid weekly or monthly? | | On a weekly basis | |
| On a monthly basis | |
| How is the pocket money disbursed? | | In cash and upon signature of a receipt | |
| By bank transfer to the participant’s bank account | |

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| **1.9.2 Costs related to travelling** | |
| Maximum allowance | **1888,86€** |
| Who finances the costs related to traveling? | Sending organisation |
| Participant |
| How are the costs related to travelling disbursed? | In cash and upon signature of a receipt |
| By bank transfer to the participant’s bank account |
| In case the costs related to traveling exceed the maximum amount, who will cover additional costs? | Sending organisation |
| Participant |

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| **2. Section to be completed by the volunteer**  **(to be completed either in EN, FR or DE, support of the sending organisation highly appreciated)** |

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| **2.1 Identification of the volunteer** | | | | |
| Volunteer’s name and surname | | First name: | | |
| Surname: | | |
| Date of birth | | dd.mm.yyyy | | |
| Address: | | Street, N°. | | |
| Postal code, town or city | | |
| Country | | |
| E-mail | |  | | |
| Phone number | |  | Mobile phone number |  |
| Emergency contact, please indicate the relation (mother, father, …) | |  | | |
| Emergency contact, phone number | |  | Emergency contact e-mail |  |
|  | | | | |
| **General motivation to participate in a volunteering activity in the frame of the Service Volontaire de Coopération** | | | | |
|  | | | | |
| **Personal objectives and expectations** | | | | |
|  | | | | |
| **2.2 Description of the personal project that the volunteer intends to implement during the volunteering activity.**  **The personal project is a project initiated and implemented under the volunteer’s own responsibility, outside of the standard tasks, but with a strong link to them. (*Please provide as much detail as possible*)** | | | | |
| Summary of the project |  | | | |
| Expected results & outcomes |  | | | |
| Foreseen time line of the project |  | | | |

**Checklist:**

* all relevant formal data have been completed
* all relevant information has been completed
* the weekly schedule has been completed
* the section concerning the volunteer has been completed & signed (hereafter)
* all concerned have read and accepted the Annex 1: “Processing of personal data”

The **volunteer** For the **sending organisation**

First name SURNAME First name SURNAME**,** position

[signature] [signature & stamp]

Done at \_\_\_\_\_, \_\_\_/\_\_\_/2024 Done at Luxembourg, \_\_\_/\_\_\_/2024

**Annex I**

**Processing of personal data**



**Information notice for personal data processing carried out as part of the National Youth Service’s voluntary cooperation service**

The purpose of this information notice, issued by the National Youth Service (“SNJ”, for *Service national de la jeunesse*) in its capacity as Controller, is to inform users of its service, namely young people wishing to undertake voluntary service, as well as members of the organisation providing the voluntary service, of the collection and processing of their personal data.

Personal data is necessary to carry out a public interest assignment entrusted to the SNJ in accordance with the provisions of the Luxembourg Amended Youth Voluntary Service Law of 31 October 2007.

1. ***Contact details for the SNJ and its data protection officer***

The contact details for the SNJ, acting in its capacity as data controller, are as follows:

National Youth Service

Address: 48-50, Rue Charles Martel, L-2134 Luxembourg-Merl

Tel: 247-86465

E-mail address: [dpo@snj.lu](mailto:secretariat@snj.lu)

If you have any questions regarding the CGPD’s processing of your personal data, please contact our Data Protection Officer:

* by post: 33, rives de Clausen, L-2165 Luxembourg
* by e-mail: [dpo@snj.lu](mailto:dpo@snj.lu)

1. ***Categories of data, legal basis and purposes of the processing***

*The lawfulness of the data processing carried out*

The SNJ processes your personal data (“data”) pursuant to Article 6, paragraph 1(e) of the GDPR in order to perform public interest assignments entrusted to it by Articles 6 of the Luxembourg Amended Youth Voluntary Service Law of 31 October 2007:

Therefore, pursuant to the above-mentioned Article 6, the SNJ is responsible for coordinating the voluntary service.

As part of the voluntary service, an agreement will be signed between the National Youth Service and the host or provider organisation before the voluntary service begins. This agreement specifies the financial support granted by the Luxembourg government.

As part of the youth voluntary service, the Luxembourg government will pay the volunteers’ social security contributions pursuant to the provisions of the Luxembourg Social Insurance Code, and will provide financial assistance to the youth volunteer.

*Categories of personal data processed*

The SNJ collects the following categories of personal data, including but not limited to:

* Information on the identity of future volunteers, including surname, first name, nationality, place and date of birth, home address, national identification number for natural persons, sex, telephone number and e-mail address;
* Information on the identity of the Voluntary Cooperation Service provider organisations, including the address of the registered office, identification of the legal representative and the VCS’s contact person; and
* bank details of the provider organisation and the future volunteer.

*The purposes of the processing*

Your data will be processed for the following purposes:

* + checking the youth’s eligibility for the VCS programme;
  + payment of governmental financial aid in accordance with the terms of the Luxembourg Youth Voluntary Service Law of 31 October 2007;
  + incorporation of the youth volunteer to the social security plan;
  + preparing and advising youths in the context of the planned voluntary service;
  + preparing, compiling and publishing statistics; and
  + archiving, in the public interest, pursuant to the provisions of the Luxembourg Archiving Law of 17 August 2018.

1. ***Data sources and recipients***

The data processed by the SNJ comes directly from you when you submit an assignment proposal (in particular surname(s), first name(s), job title, telephone numbers and e-mail addresses). This data will be included in the volunteering agreement and secured in our database. This data will also be used to register the youth volunteer with the health insurance fund and the pension fund (in particular, surname(s), first name(s), date of birth, address, registration number).

Your data will be forwarded to the CCSS and the CNAP, as well as to the subcontractor in charge of the SNJ database’s support infrastructure. Personal data may be processed by SNJ management, the SNJ project manager for the voluntary cooperation service and the accounting department in charge of the VCS budget, within the scope of their respective responsibilities.

It may also be communicated to the competent administrative and judicial authorities if necessary.

Your data may be transmitted to third parties carrying out their mandates as provided for by law, in particular to the Luxembourg National Archives in accordance with the provisions of the Luxembourg Archiving Law of 17 August 2018.

1. ***Collection of data from the data subject: compulsory nature of providing data and consequences in the event of refusal to provide them***

You must provide your data to the SNJ so that you may participate in voluntary service. If you refuse to provide us with the requested data, you will not be able to sign the volunteering agreement.

1. ***Storage period***

Personal data collected and processed as part of the voluntary service will be stored for 10 years. This storage period is appropriate given the financial aspects associated with the payment of financial aid. An administrative utility period of 10 years is therefore required.

At the end of the 10-year administrative utility period, the data will be destroyed in its entirety.

1. ***Transfer of your personal data to third countries***

Your data will be processed exclusively within the European Economic Area and will not be subject to an international transfer by the SNJ pursuant to Chapter V of the GDPR.

1. ***Data subject rights***

You have rights under the provisions of Chapter III (Articles 12 to 22) of the GDPR. Therefore, within the limits of the applicable legislation, you may access your data and obtain a copy (Article 15), obtain the rectification of inaccurate or incomplete data (Article 16) and obtain the erasure of such data under the conditions set out in Article 17 of the GDPR.

You also have the right, on grounds relating to your particular situation and within the limits of the applicable legislation, to object to the processing of your data under the conditions set out in Article 21 of the GDPR.

In certain cases provided for by the GDPR, you may also have the right to restriction of processing of your data (Article 18), for example while a request from you to check the accuracy of your data is being processed.

The processing of your data does not involve automated decision-making that produces legal effects concerning you or materially affects you in a similar way.

Any communication relating to a request for information, concerning a complaint or regarding the exercise of your rights under the provisions of the GDPR should be addressed to the SNJ’s Data Protection Officer using the contact details provided.

1. ***Complaint to the Luxembourg National Commission for Data Protection (CNPD, for Commission Nationale pour la Protection des Données)***

If, after having contacted us, you consider that the processing of your data by the CNPD is breaches the GDPR or that your rights under the GDPR have not been respected, you may submit a complaint to the Luxembourg supervisory authority responsible for data protection, namely the Luxembourg National Commission for Data Protection (CNPD) ([https://cnpd.public.lu;](https://cnpd.public.lu/) 15, Boulevard du Jazz, L-4370 Belvaux; Tel: (+352) 26 10 60-1).

1. [↑](#footnote-ref-1)
2. *cf section 2 of the present form* [↑](#footnote-ref-2)