

Checklist for an agreement on participation in a volunteer programme within the framework of European volunteer work

This document provides guidelines for how a certificate is to be formed on the basis of the information required by the Swedish Migration Agency to take a decision on a residence permit for volunteer work.

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Checklist for an agreement on participation in a volunteer programme

An agreement on participation in a volunteer programme should contain the following:

- **Heading stating what the agreement is about**
For example: Agreement on participation in a volunteer programme.
- **Date of issue of the certificate**
- **Name of the volunteer**
Including date of birth and citizenship (and, if applicable and available, the Swedish Migration Agency's reference number).
- **Information about the volunteer programme**
In order to get a residence permit for volunteer work, the volunteer must participate in a volunteer programme that is part of the European Voluntary Service framework. Describe the content of the volunteer programme and whether the programme is within the framework of European Voluntary Service.
- **Information about working conditions and supervision**
Describe the working conditions of the voluntary service and how the volunteer will be supervised. What will the volunteer do and what supervision will the volunteer be given?
- **Information about the duration of the volunteer service**
State how long the volunteer will do the volunteer work.
- **Information about the working hours of the volunteer work**
State what working hours the volunteer will have.

- **Information about the funding that is available to cover the costs of the volunteer's living expenses and lodging**

Describe how the organisation will provide for the volunteer's living expenses and lodging. State how much pocket money the volunteer will be given.

- **Information about whether the volunteer will be given any training**

State whether the volunteer will be given training in order to do the volunteer work.

- **Signature of the person who has issued the certificate and by the volunteer**

Information about the person who has issued the certificate including his/her professional role and contact details. The volunteer must also sign the certificate.