

## The application and matching process at IB VAP -weltwärts and IJFD

### The application process: chronological sequence

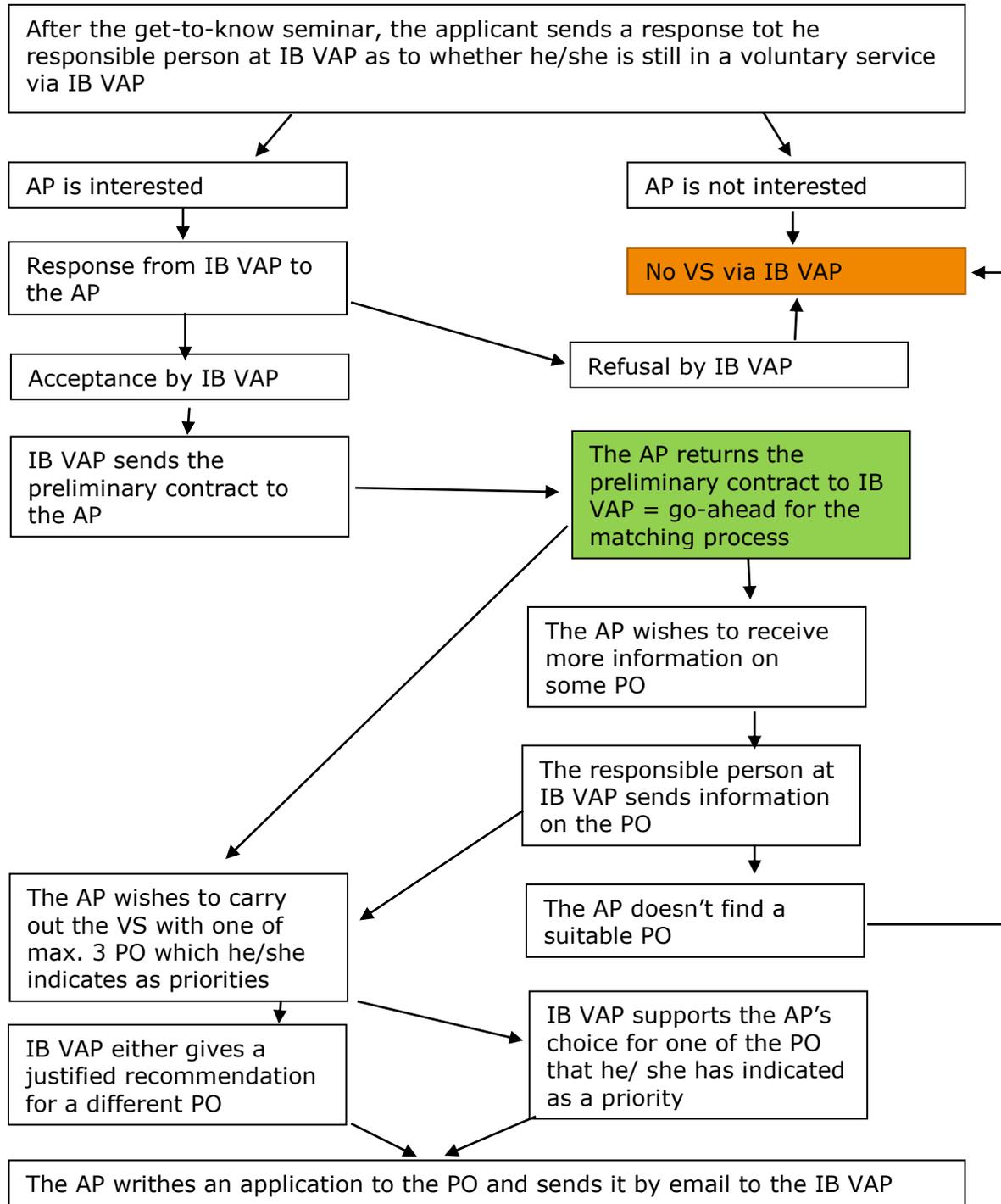
When	What	Who
July / August	Application form is updated	IB VAP team
	Request on how many volunteers the partner organisations (PO) want to host in the upcoming year is sent	
July / August	Response from the PO which positions will be occupied and how many volunteers they want to host	PO
August	Information about the PO and the Voluntary Service (VS) is updated on the VAP website	IB VAP Team
September	The application process begins for a departure in the following year (departure from July or August of the following year)	
	The application form and the information on the PO are placed on the website and on the Facebook page	IB VAP team
September to March	Young people interested in the VS (= applicants, AP) send their application to the IB VAP	Those interested in VS = AP
	IB VAP confirms that the application has been received and sends the AP an invitation to „get-to-know“ seminar (GS)	IB VAP team
	The AP registers bindingly for a GS	AP
	The VAP team sends information about the seminar to the AP	IB VAP team
December to April	Participation in a GS of IB VAP in Nuremberg or near Kassel	AP, IB VAP team
January to June	Matching process: see diagrams on pages 2 & 3	AP, IB VAP Franken, PO
May to July	The contract is generated and signed, preparation for the service (administrative aspects and 10 day preparation seminar)	IB VAP team, AP → volunteer (VT)
July-September	Departure of the VT to the host country	VT

#### Abbreviations:

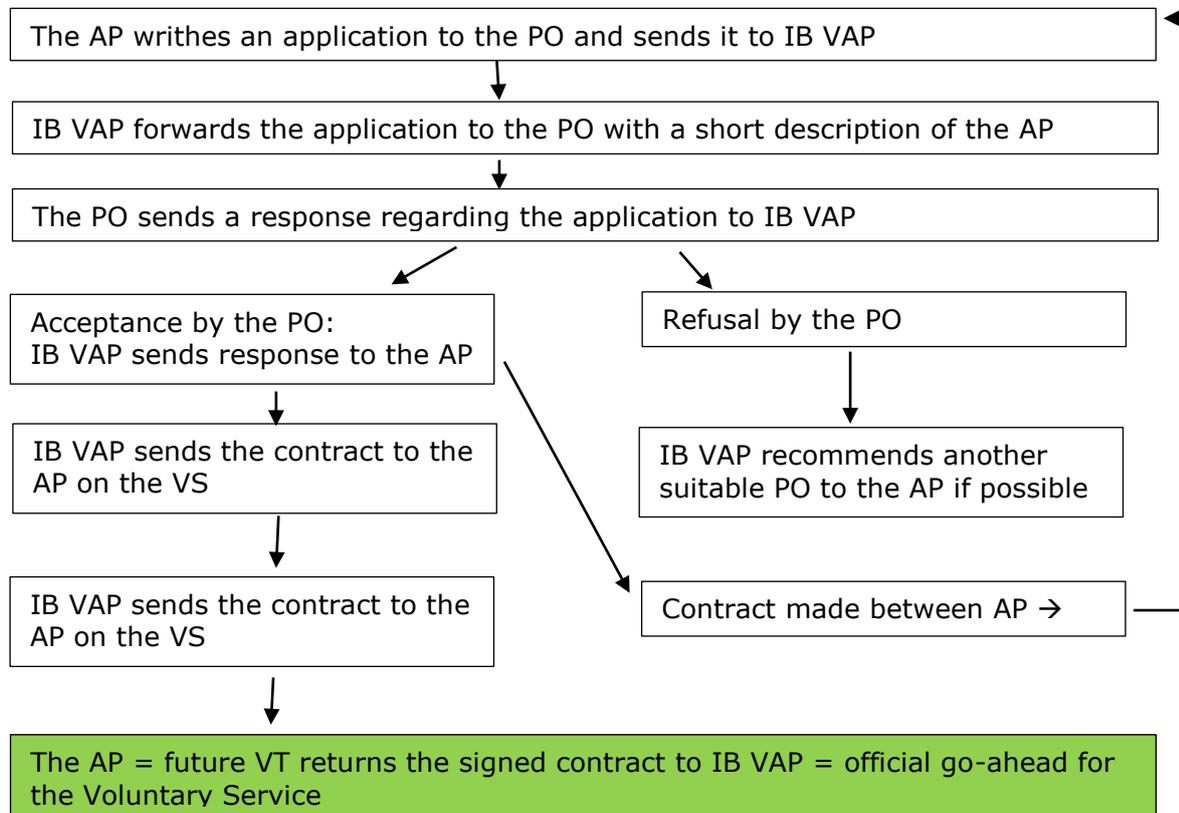
Applicant (AP)  
Volunteer (VT)  
Voluntary Service (VS)

get-to-know seminar (GS)  
Partner organisation(s) (PO)

The matching process: who is doing what  
Part 1: AP and IB VAP employee



The matching process: who is doing what  
Part 2: AP, IB VAP employee an PO



If the preliminary contract or the contract is **terminated** after it has been signed by the applicant, IB VAP is entitled to charge an **administration fee**.  
IB VAP is entitled to terminate the preliminary contract or the contract in the case of serious reasons that speak against Voluntary Service.

**The preparations for the Voluntary Service begin after the preliminary contract has been signed:**

- The IB VAP team begins the matching process,
- the future volunteer begins the **administrative preparations** (if necessary: language course, new passport, flight booking, vaccinations, obligatory: first-aid course, internship, development of a support circle), and is advised and, if necessary, supported in this by the responsible contact person at IB VAP and/or an employee from the administration of IB VAP
- the ten-day **preparation seminar** takes place in July.

Between July and September, the volunteers **depart** to their host countries.