



Version 2025

Checklist for volunteers and hosting organisations in the weltwärts South-North program

Standards of care & tips

The following tasks must be ensured by the mentoring of the assignment site. If possible, the tasks should be distributed among several people (mentor for professional support and another person for private support).

1. pedagogical support in the hosting organisation

- a. A mentor is to be appointed in the assignment location, who is responsible for the induction, questions and support in the assignment location/ in relation to the work. A regular meeting is recommended.
- b. At the beginning of the assignment, rules and expectations should be jointly established to serve as orientation for both sides.
- c. Exchange meetings with the mentors of all weltwärts volunteer agencies take place throughout the year in order to reflect on the supervision of the volunteers.
- d. The communication of ASC 46 in organizational matters (seminars, additional dates, etc.) also runs through the mentor. Vacation days, cases of illness and working hours (duty roster) should be reported to ASC 46.
- e. In case of a change of contact persons, please inform ASC 46 and ensure the flow of information towards the volunteers.

2. working place and way of work

- a. Transportation should be available with the start of service. If the distance to work is reasonable, a bicycle is sufficient. In this case, instruction in the traffic rules of Germany is necessary, as well as learning/practicing how to ride a bicycle if necessary.
- b. Bicycles are to be given to volunteers in roadworthy condition (especially lights). A sufficiently secure lock is also needed. An introduction to how to safely lock a bicycle is recommended. In the event that repairs are necessary during the course of service, it is at the discretion of the assignment site to financially support volunteers in this regard.
- c. Season tickets for public transportation should be provided during the winter months (December-February or when cold weather and necessity dictate). Volunteers are subject to the discounted educational transportation rate. It is at the discretion of the assignment site to assist volunteers in purchasing public transportation tickets at other times of the year.

3. living space

- a. Furnished living space is required with basic equipment (apartment/ room/ shared apartment/ host family), which is available during the entire stay. There should be bed and wardrobe, but also utensils for cooking and cleaning, towels and bed linen. It would be nice if it is a "home" for the year.

- b. Instruction in the use of living space and furnishings is recommended (key words: Heating and ventilation habits, key responsibility, electricity usage, light usage, integrity of furniture and appliances) to avoid damage/costs.
- c. The apartment is to be kept clean and treated with care by the volunteers, as well as handed back with complete equipment. Keeping an inventory list is recommended for convenience. Regular inspection and feedback on the use of the living quarters is recommended.
- d. For the rent subsidy of maximum 390€ (including electricity and utilities) ASC 46 needs a proof. The transfer will be made monthly by standing order by ASC 46.

4. further care

- a. Within the first two weeks of arrival, registration with the Residents' Registration Office and opening of a bank account must take place - an appointment for registration should be requested prior to arrival.
- b. A guided tour of the new residence should be offered during the first few days of the stay. The routes to shopping (exercise of shopping itself), as well as to work and to a family doctor should be walked together.
- c. A language course in the assignment city (or surrounding area) is organized by the hosting organisation site. The most favourable (good quality) choice should be made. A financial contribution from the ASC 46 is possible. Participation in the language course or classes is obligatory and must be confirmed by an appropriate certificate. Additional language acquisition exercises are voluntary and cannot be reimbursed by ASC 46. In order to emphasize the necessity of learning German, more German should be spoken with the volunteers after a certain point (e.g. after the German course).
- d. If possible, a buddy (additional person, possibly of the same age, not the mentor) should support the volunteer in questions of social integration and coping with "lower"-bureaucratic processes. He/she can be appointed by the volunteer organization and should have certain powers and competences (possibly there is the chance to get in contact with former North-South volunteers of the weltwärts program through ASC 46).
- e. The first pocket money payment of €302 goes to the assignment location and then as a cash payment (receipted) to the volunteer. The first regular pocket money payment is made to the assignment location on the 20th of the month of the assignment.
- f. A monthly food allowance of €173 is also paid to the assignment location as described above. A total transfer of €475 will be made. If the volunteer starts on the 1st of the month, it is advisable to pay €230 at the beginning of the first month and €245 on the 20th. Volunteers should open their own account for the reimbursement of costs (e.g. travel expenses, small purchases) as soon as possible and may need support in doing so. Shortly before the end of the volunteer service, bank accounts must be closed again and volunteers must be deregistered at the residents' registration office.
- g. Immediately upon arrival, the volunteer must have a working cell phone card and number where he/she can be reached by the volunteer site and the ASC. Assistance may be needed with purchase and installation. A prepaid card is recommended. Helpful apps such as the DB app, Googlemaps, FlixBus should be explained to the volunteer.