

1. GENERAL



- Read and make sure that you follow the Alliance Quality Charter. Binding for members, partners and guests
- If you need support during the season, ask the SDWG and join the [Alliance Support System!](#)

2. BEFORE THE TECHNICAL MEETING



- Use the common standards for the descriptions of your Workcamps and Exchange Agreements
- Upload your workcamps to the [Alliance Placement Tool](#)
- Workcamps starting after June 15th should not be published before TM
- TM Check List:
 1. Workcamp program PEF (.txt, .doc, .xml)
 2. [Fill online Yellow Pages](#)
 3. Exchange Agreements
 4. Sweet/snacks from your country
 5. Energy for long hours of work



Outgoing



Incoming

www.Alliance-Network.eu

3. DURING THE SEASON



- Give your answers concerning exchange placement as soon as possible and in **no more than 2 working days**



- All exchange correspondence must be sent to the partner organisation, **not to the volunteer directly.**
- Update your Free Places in the placement tool / send List of Free Places every week to:
placement@alliance-network.eu
- Infosheet should be sent right after the confirmed placement and not later than 4 weeks before the camp starts.
- If a workcamp is cancelled, propose an alternative workcamp for the volunteers already placed on it (similar dates, type of work and work location)
- Within 2 days inform the outgoing officer in case of no-shows or emergency.



- If a volunteer informs you about cancellation of a place which has already been confirmed by the hosting organization (HO), cancel that place immediately with the HO - If by chance you have another volunteer of the same sex interested in this workcamp, you can ask the HO if they accept the replacement