



## 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, join the [Alliance Support System](#)!

## 2. BEFORE THE TM

- Use the common standards for the descriptions of your Workcamps and Exchange Agreements.
- Upload your workcamps to the Alliance Placement Tool

### • TM Checklist:

1. Have your workcamp program ready (make sure to have it in .pdf, .txt, .doc, .xml formats). If you don't know how to prepare .xml please contact us at [nag\\_tm22@alliance-network.eu](mailto:nag_tm22@alliance-network.eu)
2. Upload your workcamp programs in the above-mentioned formats to this google drive folder [HERE](#)
3. Fill in online [Yellow Pages](#) form.
4. Prepare and print exchange Agreements (if your organisation needs exchange agreement you can find example in the Extract from the Alliance Guidebook.
5. Prepare energy for long hours of work

## 3. DURING THE SEASON

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

### ***Outgoing***

- All exchange correspondence must be sent to a partner organisation, not to a volunteer directly.
- If a volunteer informs you about cancellation, communicate immediately with the hosting organisation. If by chance you have another volunteer interested in this workcamp, you can ask the HO if they accept the replacement.

### ***Incoming***

- Update your Free Places in the placement tool / send List of Free Places every week to: [placement@alliance-network.eu](mailto:placement@alliance-network.eu)
- Infosheet should be sent right after the confirmed placement or should be sent 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)



- Inform outgoing officers immediately (maximum within 2 days) in case of no-show or any other emergency.