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|  D:\Users\0 - SIROKO 1 aktuelle Projekte\153 - ValCoVol\Dissemination\logo-ValCoVol-201610-v01.jpg | **Reference for Volunteers** | D:\Users\Pictures\erasmusplusEU.png |
| Original language: English | Country:Slovakia, Germany, UK, Slovenia, Czech Republic, Malta, Romania, Bulgaria | Source**:** CARDO | Link: [http://references-for-volunteers.eu](http://references-for-volunteers.eu/index.php?article_id=1)(access date: 06/03/2017) |
| Target groupX Teacher / trainer⃝ CounsellorX Social workerX Youth worker⃝ future employer⃝ other:  | Type of best practice⃝ tool⃝ initiative/campaignX project⃝ website only⃝ programme⃝ model⃝ training⃝ learning material⃝ other:  | Experiences⃝ available for more than 5 yearsX available for less than 5 years⃝ pilot phase / testing⃝ in development⃝ unknown |
| Summary: 8 NGOs from Germany, UK, Czech Republic, Slovenia, Slovakia, Romania, Malta and Bulgaria, all working with volunteers, formed the Grundtvig Learning Partnership “References for volunteers”. The partners have developed a European format as a basis for a **professional reference letter** for volunteers in NGOs. The key product of this partnership was a European **Guideline for NGOs** working with volunteers on how to identify and document the skills, know-how and expertise of their volunteers in a manner which is understood, recognised and valued by local, national and European employers. The Guideline is available for a free download from this website. |
| If applicable: screenshot of website, logo, activity or similar: |
|  Description: The aim of this project is to provide a guideline with examples to assist all NGOs in writing professional references of interest in the modern commercial and industrial world. Full version of guidelines is available on the website for a free printable download in English, Czech and German. The full version contains 4 chapters: Introduction, How to write a professional reference (letter) for volunteers, How to Raise Awareness Amongst Employers, The European Template.Shorter version of the guidlines is available on the website**s in German, Romanian, Slovenian, Bulgarian and Czech.**There are also examples of reference forms in PDF-Format. |
| Contributing partner: QUALED |