

General conditions

1. Communication of the criteria

It's important to ensure beforehand that your company's employees will commit to taking part in the volunteering scheme. If this is the case, then the company will need to communicate the following criteria to UFB:

- Mention the date and time slot
- The exact number of participants
- How many of the participants are able to carry out tasks requiring considerable physical strength (e.g. transporting large pieces of furniture, etc.)?
- Minimum number of participants per association
Associations often need the help of volunteers, but rarely more than 4-5 people at a time. Participants agree to be split between several associations, which is an essential criterion. We can filter our search so that there are at least 2, 3, 4 or 5 per association, but no more. As explained above, if you want to organise a full day of teamwork, we advise you to contact an organisation that provides (social) teambuilding.
- The type of activity
Be prepared to carry out all types of work - bearing in mind that these do not require any particular expertise (gardening, painting, odd jobs, activities with beneficiaries... it all depends on the needs of the associations at the time).
If, however, you prefer to target the type of activity, UFB can launch a search, without guaranteeing the result. In this case, it is essential to define the type of activity requested very precisely in advance.
- Type of non-profit organisation
In principle, we search all non-profit organisations involved in social inclusion: centres for people with disabilities, social and occupational integration centres, services for children in distress, accommodation for the homeless, etc. Once again, if you prefer to target the type of NPO, UFB can launch a specific search, without guaranteeing the result. In this case, it is essential to specify the type of non-profit organisation you are looking for.
- Geographical location
If distance plays a crucial role for the projects to be supported, this can always be specified, bearing in mind that any restriction reduces the chances of a result (e.g. charity located a maximum of 40 minutes by car from the company's head office).
- Catering for the day
The company will take care of the catering (sandwiches, drinks,) for its volunteer employees; under no circumstances will it be paid for by UFB.

2. Concrete proposition

Once all these criteria have been confirmed by the company, UFB will launch a search. Out of respect for the association that will open its doors to you, and for the time we devote to it, once the search has been launched, you will no longer be able to modify the criteria or cancel the request.

If, at the end of the search, UFB has found volunteer work in one or more associations that meet the criteria given by the company, the latter will be committed to carrying it out.

The proposal will be unique and will not consist of a choice between several non-profit organisations/activities (mainly because of the time this takes and the disappointment for the non-profit organisations proposed but not chosen). You will also be asked to fill in a charter (see appendix).

3. Deadline

- Deadline for identifying non-profit organisations

Bearing in mind that not-for-profit organisations must work together as a team and organise themselves to welcome volunteers, a period of 4 weeks (or even longer if the request concerns more than 20 volunteers) should be allowed between confirmation of all the criteria by the company and the concrete response from UFB proposing the volunteering. This is so that the associations can be approached individually and can discuss the matter calmly as a team, without putting pressure on them.

- Date of the volunteer day

The date of the volunteer day must be set at least 8 weeks after the company has confirmed all the criteria.

4. Fees for the organisation of volunteer days

- Rate for corporate donors (min.3.000€/year): **70€ vat excl.** per volunteer
- Fixed rate for non-donor companies:**3.000€ + 70€vat excl.** per volunteer
 - ➔ Support UFB's mission by making a specific donation and benefit from the ad-hoc rate.

5. Modification/Cancellation/Non-participation

- In case of modification (date, location, number of participants, type of activity) by the company after confirmation of the criteria to UFB, a fee of **25€ vat excl.** per volunteer over the number initially announced will be invoiced.
 - In case of cancellation after confirmation of the criteria to UFB:
 - 2 weeks or more before the scheduled date: **50%** of the total amount as calculated according to point 4, will be invoiced.
 - Less than 2 weeks before the scheduled date: **100%** of the total amount calculated according to point 4, will be invoiced.UFB will give half of the amount to the non-profit organisation where the event was planned (note: this amount will not be considered as a donation).
 - In case of participants being announced but not attending the event, the agreed price will be payable to UFB. UFB will give half of the amount to the non-profit organisation where the event was planned (note: this amount will not be considered as a donation).
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