



Schola Europaea Luxembourg I

Citizenship Actions for All Program (CAAP)

Convention

This present convention applies only to citizen action taking place outside the Grand Duchy of Luxembourg.

Between the **undersigned**:

Organisation		
Postal address:		
	Tel:	
Department:		
Represented by:	Mrs. / Mr.	Position:
	E - mail :	

School	European School Luxembourg I-Kirchberg	
Postal address:	23, Bvd Konrad Adenauer L-1115 Luxembourg	
Represented by:	Mr. Martin WEDEL	Position: Director
	E - mail: LIST-LUX-CAAP@eursc.eu	

Pupil	Mrs. / Mr.	
Postal address:		
	Tel.:	GSM:
	E - mail:	
Date of birth:	Class:	
Legal representatives (if the student is under 18 years old)		
Name:		
GSM:	E - mail:	

Initials

The following is agreed:

Article 1

The organisation mentioned above accepts the student from the European School Luxembourg I – Kirchberg, as indicated, for a citizen action experience in compliance with the legislation and regulations in force in the country where the voluntary action is carried out. This is an integral part of the school's program, aimed at academic orientation and career guidance.

The goal of the "Citizenship Actions for All Program" (CAAP) through citizen action is to offer students a volunteer experience that helps them develop their civic skills in a positive way.

Article 2

The organisation agrees to take the student's needs into account when assigning the volunteer citizen action activity.

During the citizen action, the student will be assigned to the _____ project/service¹.

The organisation undertakes to entrust the student with the following responsibilities, missions and/or activities:

Throughout the duration of the citizen action, the organisation commits to assigning the student tasks directly related to the activities outlined above and ensuring that the tasks are educational in nature. The organisation also agrees to treat the student fairly.

Article 3

The duration of the citizen action must be greater than 10 hours without exceeding 80 hours maximum in total and must be completed during the school year (from September to July) during the school term, which corresponds to the teaching periods, as defined by the official school calendar available on our School's website (www.euroschool.lu) in the school holidays and calendar section.

Citizen action can be distributed in the following ways, agreed jointly with all parties, such as: 1 hour per week for 10 weeks or 2 hours per week for 5 weeks.

However, for the proper implementation of the citizen action, the distribution of voluntary activity as detailed above may be adapted and will be determined by mutual agreement with all parties.

The duration of the citizen action is _____ hours spread over _____ working days/ _____ week(s) ².

The citizen action will take place from _____ to _____ **20** _____

The volunteer activity will begin on _____ and end on _____.

The student's daily/weekly attendance is _____ hours, or _____ hours per day from Monday to Friday/Saturday. ³

Attendance cannot exceed 8 hours per day and 40 hours per week.

The volunteer activity must not occur on Sundays or public holidays.

¹ The unnecessary mention should be deleted.

² The unnecessary mention should be deleted.

³ Any unnecessary words between "daily/weekly" and "Friday/Saturday" should be deleted and the number of hours should be indicated. In addition, it is recommended to avoid students being employed on Saturdays.

Article 4

The coordinator of the CAAP program within the school is Mrs./Mr. _____.
Email: _____

The contact teacher/tutor within the school is Mrs./Mr. _____.
Email: _____

Article 5

The responsible contact person in charge of supervising the student during the citizen action experience within the organisation is:

Mrs./Mr. _____

The person in charge of supervision will be responsible for integrating the student as best as possible into the organisation, ensuring regular monitoring, answering their questions, and providing advice and guidance.

The organisation commits to student volunteers to:

- inform him about the object and/or purposes of the organisation, its associative project, its main objectives, its operation and the distribution of the main responsibilities,
- enable and facilitate meetings with managers, employees, other volunteers and, where appropriate, beneficiaries,
- provide appropriate supervision,
- entrust him with responsibilities, missions and activities corresponding to his own needs, his skills, his motivation and his schedule and availability,
- welcome and integrate him as a full-fledged collaborator,
- provide him with the appropriate and necessary training to carry out his missions and/or activities,
- treat with discretion and confidentiality all data and information received by the volunteer.

Article 6

In case of absence due to illness, the student is required to inform the organisation on the same day of the absence.

The organisation will inform the school via the LIST-LUX-CAAP@eursc.eu, starting from the first day, of any student absence and any other issues that may arise during the citizenship action period.

Article 7

The CAAP program coordinator will inform the organisation of any issues that may arise during the citizen action period.

Article 8

The organisation is required to inform the school management and/or the responsible health and safety department of any medical issues that occur during the student's time at the organisation.

Article 9

Under this agreement, the student remains under the responsibility of the school in which they are enrolled. There is no employment retention agreement between the student and the organisation.

This situation is subject to the following conditions:

- The student remains fully under the supervision of the school;
The student is affiliated with the Accident Insurance Association (AAA) social protection system only under the terms and conditions detailed in the annex "Insurance Coverage Details," which forms an integral part of this agreement, and is covered according to the terms of the insurance policy subscribed by the Office of

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the Secretary-General on behalf of the European Schools for the duration of the citizen action, in accordance with the conditions detailed in the annex "Insurance Coverage Details" and the provisions of this agreement.

The organisation shall ensure that its insurance provider is informed of the student's presence within the organisation, both under its civil liability insurance and its accident insurance, covering any incidents that may occur during the tasks or activities defined in Article 2 of this agreement and assigned to the student volunteer.

Article 10

The organisation agrees to cover the expenses incurred by the student at the volunteer activity site and in connection with the tasks and/or activities assigned to them, according to the authority and decision of the organisation.

Article 11

The voluntary activity is freely chosen, so there cannot be a relationship of subordination, within the meaning of labor law, between the organization and the student volunteer.

The student volunteer commits to the organization to:

- adhere to the purpose and philosophy of the organization and comply with its objectives;
- respect the organization, the functioning, and where applicable the internal regulations of the organization;
- follow the safety instructions in force within the department and organization, respectively those of the management team and/or security agents on site;
- accept and get involved in the missions and/or activities assigned;
- respect the agreed schedules and availability;
- collaborate and cooperate with managers, employees and other volunteers in the interest of the organization and its beneficiaries;
- respect the beneficiaries and their choices and act with complete impartiality;
- participate in information meetings and follow the training activities offered;
- observe discretion and confidentiality with regard to what he/she has seen, heard or learned during his/her mission and/or activities and thus respect the rule of confidentiality, which is expected of all members of the organization and staff.

Article 12

The organization or school may terminate the current agreement after prior consultation. All parties must be notified in advance.

Article 13

Without affecting the terms of this agreement, any specific arrangements made between the educational institutions and the organizations will remain valid. These arrangements will, if applicable, be incorporated into this agreement.

The document "WEX/CAAP Privacy Policy," in its most recent version, is an integral part of this agreement and can be accessed on our school's website (www.euroschool.lu) under the Data Protection section. The document "Elements of Insurance Coverage" attached to this agreement is also considered an integral part.

Executed in three original copies. This agreement becomes effective on the date of signature by the last party, as indicated in the signature section.

Signature of the student,

Read and approved

and Legal representatives (if the student is under 18 years old),

Read and approved

Date:

For the organisation

Read and approved

Date:

Organisation's seal

For the school

The Director:

Read and approved

Date :

School seal