

## Volunteer Exchange Form (VEF)

Name/ID	Description	Type	Required
sender	This field contains the code of the organization the VEF originates from. The code must correspond to one of the organization codes defined in Annex A	A	*
version	The format version for this file	A	*
application	The code or name of the placement system that generated the file	A	*
lastname	Last name (surname) of the volunteer	A	*
firstname	First name of the volunteer. For all purposes this should include any middle name, if present	A	*
birthdate	The date the volunteer was born	D	*
birthplace	Birthplace of the volunteer	A	
address1	First line of permanent address	A	*
address2	Second line of permanent address	A	
zip	Zip code for permanent address	A	*
city	City for permanent address	A	*
prov_rgn_state	Province/Region/State	A	
country	Country for permanent address	A	*
email	e-mail address	A	*
telephone	Permanent telephone number	A	*
telephone2	Additional phone number	A	
telephone3	Additional phone number	A	
cellphone	Mobile phone number	A	
language1	First language indicated on the VEF	A	*
language2	Second language indicated on the VEF	A	
language3	Third language indicated on the VEF	A	
langlevel1	Status/knowledge of the first language (1 to 4, 1 = almost none, 4 = very skilled)	N	*
langlevel2	Status/knowledge of the second language (1 to 4, 1 = almost none, 4 = very skilled)	N	
langlevel3	Status/knowledge of the third language (1 to 4, 1 = almost none, 4 = very skilled)	N	
date_filed	The date on which the VEF was first filed by the sending organization	D	*
gender	Gender identification of the volunteer (male/female/other)	A	*
emergency_contact	Emergency contact. Should include at least name and telephone number	A	*
passport	Passport info (number, Issued on (date), Issued by ,Valid until (date))	A	
occupation	Occupation of the volunteer (see Annex D)	A	
tmp_address1	Temporary address	A	
tmp_address2	First line of temporary address	A	
tmp_zip	Second line of temporary address	A	
tmp_city	Zip code for temporary address	A	
tmp_country	City for temporary address	A	
tmp_until	Date until which the temporary address info should be considered valid	D	
disability	Volunteer has a certain degree of disability	B	
special_needs	Special needs of the volunteer (health conditions, allergies, etc.)	A	
experience	Past experience	A	*
motivation	Motivation	A	*
remarks	Remarks from volunteer	A	
nationality	Nationality	A	*
choice1	Choice #1 with project code The code must correspond to one of the project codes inserted in host project database <b>XML VEF must be send to to host of the first choice (Added Dec.2024)</b>	A	*
choice2 to 10	Choice #2 with project code The code must correspond to one of the project codes inserted in project database	A	
place_any_prj	Place volunteer on any project if none of the preferences indicated can be met	B	
place_any_prj_work	The code of the work type preferred by the volunteer if none of the preferences indicated can be satisfied Must respect work specification	A	
place_any_prj_from	The date from which the volunteer is available for other projects, if none of the preferences indicated can be satisfied	D	
place_any_prj_to	The date until which the volunteer is available for other projects, if none of the preferences indicated can be satisfied	D	
place_any_prj_country	Country preferred by the volunteer if none of the preferences indicated can be met	A	
together_with	Volunteer wants to participate together with the volunteer indicated	A	
req_sent_by	Name of outgoing officer	A	*
req_sender_email	Email of outgoing officer	A	*