**Youth Leader Contract**

**This document serves as an inspirational template for a contract between Youth Leader and their organization(s). The content of the contract can be modified to best suit the needs of your specific project, organizations and context.**

This is a contract between [name of the youth leader] and [name of the organization].

The contract is covering the duration of the Youth Leader exchange, from [date] to [date] with a total of X days.

The Youth Leader (YL), [insert name of the youth leader] agree to the following expectations, rules and requirements set by [name of the organizations]:

**Working conditions**

1. As a YL, you are expected to work an average of 37 hours per week.
2. Work might take place in weekends and/or holidays.
3. X days of vacation is earned per month, which in total will be X days over the duration of the YL exchange.
4. Vacation days must be planned and approved ahead by [project coordinator, committee, project group etc.] and latest X days in advance.
5. During the duration of the YL exchange, [insert name] will function as a person of trust who the YL can go to with any issues regarding the exchange, working conditions etc.

**Code of conduct and Security**

1. As a YL it is expected that you are mindful about your surroundings, such as fellow colleagues, stakeholders, volunteers and participants, and work in a non-discriminatory way.
2. There is a zero-tolerance towards harassment of any kind, concerning fellow colleagues, stakeholders, volunteers, participants, etc. We refer to DUF’s [Code of Conduct](https://duf.dk/fileadmin/user_upload/Editor/documents/International/Internationale_skemaer/Retningslinjer/Code_of_Conduct_for_International_Projects_and_Activities.pdf).
3. It is expected that you act in a way that is considered safe and do not put you or other people, at risk or any in kind of danger.
4. When in [country name], the YL is subject to local law and will act accordingly. This includes that the YL will follow the guidelines for appropriate social and cultural behavior as they are advised by local colleagues. The main points being that the YL will pay due respect to the religious beliefs, customs and habits of the local population.
5. The YL works as a representative of [names of organizations] and should consider this in their behavior.

**Food, allowance and accommodation**

1. Food and allowance will be covered in accordance with DUF’s guidelines and will be paid by X, every [week/month/etc]. Food and allowance do not need to be accounted for.
2. During the duration of the YL exchange, the YL earns an allowance of X per month. In case the YL terminate their position before end of contract, they forfeits the right to further receive allowance for the remaining duration of the exchange.
3. Accommodation will also be paid by X, every [week/month/etc]. This needs to be accounted for. [name of organization] will be responsible for preparing housing for when the YLs arrive in [name of country].

**Termination of contract**

1. Both the YL and [name of organizations] can at any time, decide to terminate the contract with 1 month’s notice. Before it eventually comes to this both parties should however try to solve issues before it ends with a termination of the contract.

**Signatures**

[name of organization] and the Youth Leader agree to the terms and conditions set forth in this contract.

Date:

Name:

[name of the organization]

Date:

Name:

Youth Leader