



Instructions

BECOMING A MEMBER:

1. To become a member you need to meet the Regional Coordinator.
2. You can find contact details of Regional Coordinators on the Servas website www.servasnl.org Alternatively you can send a mail, with the heading 'Becoming a member', to info@servasnl.org
3. Make an appointment, by E-mail, with the Regional Coordinator in your area.
4. Download and print out the membership form, the Letter of Introduction and the authorisation and take them to your meeting with the Regional Coordinator. If you don't have a printer, ask the Regional Coordinator to prepare the forms for you.
5. When you are a member you may become a host, a day-host, or a traveller. The Regional Coordinator will explain this to you.
6. If you are making a trip and need a Letter of Introduction (LOI) immediately, as a new member your LOI will have to be signed by the Regional Coordinator before it is sent to the Travel Coordinator.

TRAVELLING: The Letter of Introduction

You need a Letter of Introduction (LOI) to travel. It's a kind of a Servas passport. The LOI is valid for one year. You need to ask for your LOI at least two weeks before your departure date.

1. The LOI form can be downloaded from the website. It is suitable to fill in digitally or by hand.
2. Please print the LOI on one A4 page. One LOI should be filled in – in English - for each person. Don't forget to add your signature, and your photograph.
3. If you are already a member: post the original form to the Travel Coordinator. It will be returned to you with a stamp as soon as your payment is received
4. The address of the Travelcoördinator: Koningin Emmaweg 39, 3991 BH, Houten.
E travel@servasnl.org
5. Let the Travel Coordinator know when you'll be travelling (this is important for the length of validity of the LOI).
6. Please pay €15,- for each LOI required to the Servas NL bank account number: NL25INGB0003613402. Mention that the payment is for an LOI and state the number of LOI's required.

TRAVELLING: Member Confirmation within the Benelux.

If you intend to travel within the Benelux, you do not need an LOI. A 'Benelux Member Confirmation' (BMC) will be sufficient. Please note! If you already have an LOI, you don't need a BMC. The BMC is valid for one year, and only for travel within the Benelux. You need to ask for your BMC at least two weeks prior to your departure date.

1. The BMC can be downloaded from the website. It's available in pdf format, suitable

- to fill in by hand, or in word format, suitable to fill in digitally.
2. Please print the BMC on one A4 page. One BMC should be filled in – in English – for each person. Don't forget to add your signature, and glue your photograph to the page.
 3. Post your BMC to the Regional Coordinator. He'll sign it and return it to you.

TRAVELLING: Hosts Abroad

1. Ask the Travel Coordinator for the host-lists that you need at least two weeks prior to your departure date. You can do this via travel@servasnl.org
2. The digital host-lists are free of charge. You'll receive your copy by e-mail.

TRAVELLING: Travel Report

In order to help Servas operate as smoothly as possible, it's important that we're aware of members' travel experiences. It would be greatly appreciated if, after your trip, you could send a travel report.

1. Mail your report to info@servasnl.org
2. If you would like to see your travel report published in our newsletter: send it to [<Dialog@servasnl.org>](mailto:Dialog@servasnl.org) preferably with some pictures.

HOST/DAYHOST: Host-list for the Netherlands

1. As of 2018 a new Dutch Host-list is no longer published. If you have become a host or a day-host, then only your basic details – as you've given them – will be stored in our administration.
2. With ServasOnline it is up to you to update your profile on ServasOnline.
3. Every year you'll receive an e-mail from the Regional Coordinator asking you to update your details. These details are then passed to the Servas-Online Coordinator to be included in the ServasNetherlands administration.