‏24/04/2017

To: Coordinators, Directors of Israeli Volunteering programs

**Recommendation letters for all new groups of volunteers abroad.**

Dear colleagues,

We are welcoming the all new volunteers on their way to Israel. For easy and simple process of preparing of the recommendations letters for the Ministry of Interior, **please use this format of the organizing their details. Send it back to me as a word file on time**, and I will arrange the recommendation letters required.

*Please always send a copy to Mrs Renee Techelet -* *ReneeT@molsa.gov.il* *and Ms Sara Hiller -* *SaraH@molsa.gov.il**.*

1. General information by the Recruitment organization and place of volunteering.

|  |  |
| --- | --- |
| Details |  |
|  | The of Recruitment organization  |
|  | The Name of institution in Israel |
|  | The name of Roof organization, institution belongs |
|  | The Location of the institution |

1. Volunteers personal information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Al Forms, Documents and Details are correct.  | Visa expiration day | Visa validity begins on  | Country | Passport Number  | Last Name | First name |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

Sincerely,

Ilana Turevsky – Assaf

**The Volunteering abroad programs**

Copy:

Mrs Renee Techelet – Directior of the international relationships department;

Mr Yehonata Shwartzman – Director of the national volunteering department