

99030025012000, 99030025012000

Volunteer card issue

Heruntergeladen am 25.06.2025

<https://fimportal.de/xzufi-services/119364169/L100041>

Modul	Sachverhalt
Leistungsschlüssel	99030025012000, 99030025012000
Leistungsbezeichnung I	Volunteer card issue
Leistungsbezeichnung II	
Typisierung	4a - Land: Regelung und Vollzug
Quellredaktion	Brandenburg
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Bürgerengagement (030)
Verrichtungskennung	Ausstellung (012)
SDG-Informationsbereich	
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	15.10.2024

Modul	Sachverhalt
Fachlich freigegeben durch	State Chancellery of the State of Brandenburg
Handlungsgrundlage	
Teaser	If you spend a particularly large amount of time volunteering, you can, under certain conditions, receive a volunteer card in recognition of your work and receive discounts from participating partners.
Volltext	With an honorary office card, the state recognizes its citizens who spend a particularly large amount of time volunteering for the good of society. On the one hand, it is a visible sign of recognition and appreciation. It also has practical benefits, as its holders can redeem discounts from public, charitable and private partners. Before you receive an honorary card, the State Chancellery of Brandenburg, as the responsible authority, will check whether you meet the necessary requirements to receive it. The volunteer card is valid and can be used throughout the state and in Berlin, but is only valid for a limited period of time. It can be extended or reapplied for as often as you wish as long as you continue to meet the requirements for obtaining it. You cannot assert a legal claim to an honorary card.
Erforderliche Unterlagen	For digital applications: none For analogue applications: Completed application (contains additional confirmation from the organization)
Voraussetzungen	The basic requirement for receiving the volunteer card is that you volunteer an average of at least four hours per week or 200 hours per year without receiving a lump sum for expenses (or other remuneration), for example in an association, in a social or charitable institution or a group oriented towards the common good. Other requirements include: <ul style="list-style-type: none"> • You must already have a record of volunteering for a certain period of time (1 year) • You must have reached a minimum age (16 years) The voluntary work must be carried out in

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Brandenburg.

Kosten

Verfahrensablauf

You can apply for the volunteer card via app. Alternatively, you can apply for it at the State Chancellery of Brandenburg as the responsible authority by submitting a paper application.

Application via app:

Download the "Ehrenamtskarte" app from the App Store or Google Play Store. Register with your own account or with the BundID (standardized, nationwide user account for administrative services). Start your application for a volunteer card. Once you have completed all the application details, you will need to send an automatically generated email to the organization you are involved with to confirm your volunteering. As soon as your organization has confirmed the application, you will automatically receive the digital volunteer card in your app. If you wish, you can also be sent an analog card.

Applying for the analog card:

To receive a volunteer card, you must submit a corresponding application to the State Chancellery of Brandenburg.

Individual application:

You apply for an honorary card in writing using the form provided:

Open the form as a pdf and fill it out online. Then print it out and sign it.

Send the completed form to the organization for which you are volunteering for their signature confirmation;

Send the completed form to the address given on the form.

You will receive your volunteer card in credit card

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format by post after your application has been checked.

Collective application for organizations:

The volunteer card can be ordered by all non-profit organizations in which volunteers are active. Organizations can submit a collective application for their volunteers using an online form.

Open the form and fill it out online.

After submitting the online form, you will be contacted by the Brandenburg State Chancellery by e-mail.

You will receive:

- a password-protected table in which you must enter the names of the volunteers.
- a data protection declaration that each volunteer must sign.

By returning the table by e-mail, you confirm that the application list has been completed correctly and that the data protection guidelines have been observed.

After receiving the completed table, the State Chancellery will produce the personalized volunteer cards, which will then be sent to you by post. It may take 2-3 weeks to process your application.

Please give the volunteer cards to your volunteers as soon as possible (no later than three months after receiving the cards). The organization decides on the method of distribution (mailing, personal presentation).

<https://ehrenamt-in-brandenburg.de/anererkennung/ehrenamtskarte/>

<https://ehrenamt-in-brandenburg.de/anererkennung-2/ehrenamtskarte-2/ehrenamtskarte-sammelantrag/>

<https://ehrenamt-in-brandenburg.de/anererkennung/ehrenamtskarte/>

<https://ehrenamt-in-brandenburg.de/anererkennung-2/ehrenamtskarte-2/ehrenamtskarte-sammelantrag/>

Modul	Sachverhalt
Bearbeitungsdauer	Usually 1 to 2 weeks (via the volunteer card app if the organization confirmation is available, usually max. 72 hours)
Frist	Validity of the volunteer card: 3 years
weiterführende Informationen	https://ehrenamt-in-brandenburg.de/faq-zur-app-eak/ https://ehrenamt-in-brandenburg.de/faq-zur-app-eak/
Hinweise	
Rechtsbehelf	Not possible
Kurztext	<ul style="list-style-type: none"> • Volunteer card issue • Volunteer cards can be issued to people who spend a particularly large amount of time doing voluntary work • There is no legal entitlement to receive the volunteer card • The volunteer card is valid for a limited period of time and can be extended or reapplied for as often as required if all requirements are met • Holders can redeem various discounts from participating partners <p>Responsible: State Chancellery of the State of Brandenburg</p>
Ansprechpunkt	
Zuständige Stelle	<p>State Chancellery of the State of Brandenburg</p> <p>Department 4 "Planning"</p> <p>Department 45 "Coordination Office for Volunteering and Civic Engagement, Medals/Honors"</p>
Formulare	
Ursprungsportal	Volunteer card issue, Ehrenamtskarte Ausstellung