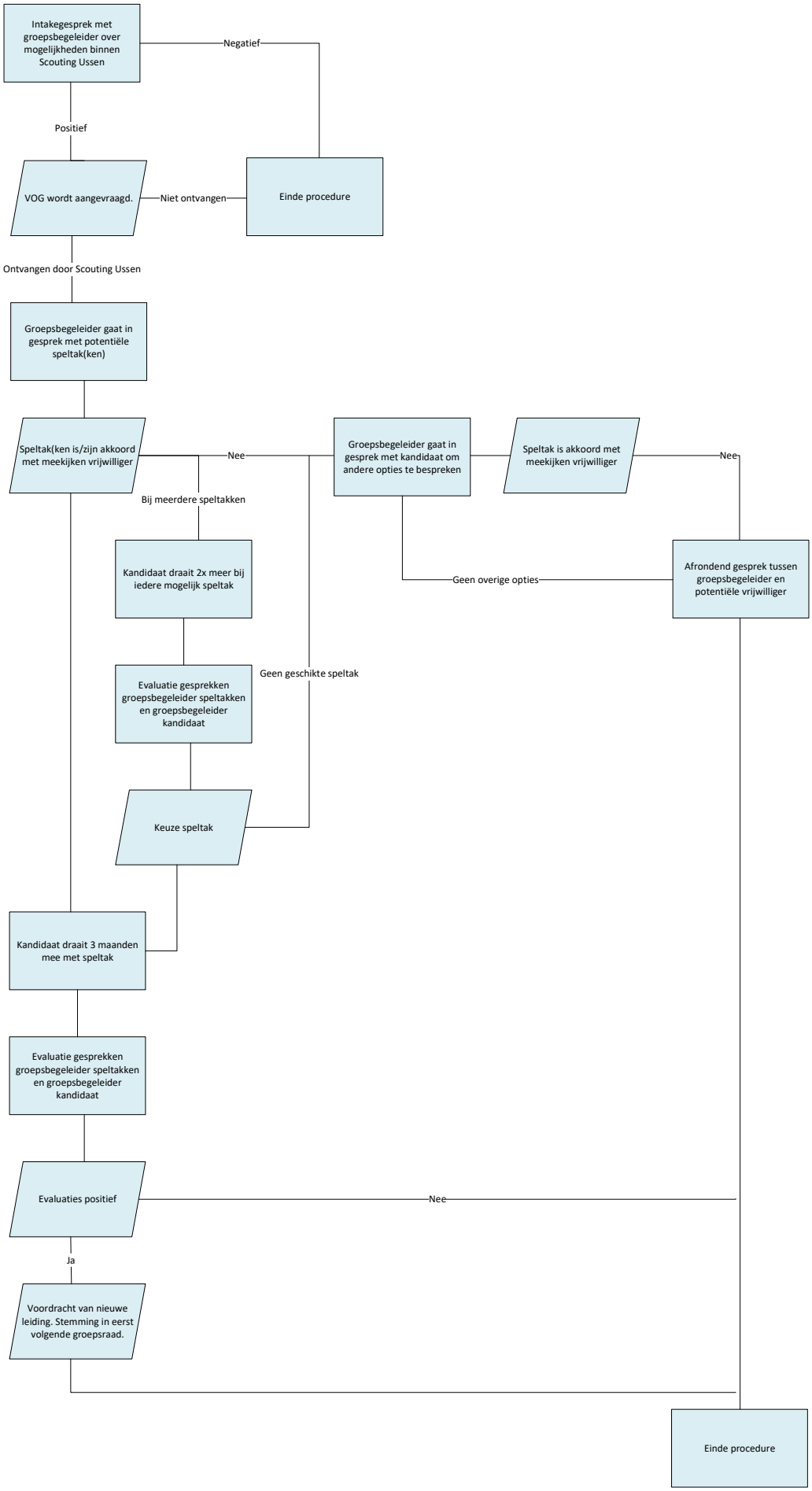Procedure nieuwe vrijwilliger