



INFO PACK Training Course



“Volunteering: A Youth Empowerment Instrument”



01 - 09 July 2015
Kobuleti - Georgia

SUMMARY OF THE PROJECT:

This Training Course, organised by the Italian organisation Vicolocorto and the Georgian Academy for Peace and Development, aims to train 24 youth leaders and project coordinators how to use effectively the potentials of volunteers, let them be European volunteers or local volunteers. The methodologies will be based on non-formal education such as discussions and debates, group work, simulations and role plays, and workshops. The training will be run by two trainers experienced in international youth work, volunteering and work of civil society organisations.

Activities and events of non-governmental organisations are very often based on the voluntary engagement of young people willing to contribute their enthusiasm and time. If well managed, voluntary work is a win-win situation for all parties involved: 1) the volunteer as s/he earns specific hard and soft skills raising self-confidence and qualification for the labour market, 2) the organisation in which the volunteer dedicates her/ his time as it gains support and extra accomplishments, unmanageable without the commitment of the volunteers, and 3) the local community in which the volunteer works by benefiting in diverse ways depending on the specific activities realised by the volunteer.

What is more, volunteering is an often used instrument to foster civic engagement and empower young people to take actively part in addressing community issues and show social responsibility. However, for volunteering to be a success story, a wide range of tasks have to be performed by those willing to use volunteering as a beneficial instrument to foster change. Project management skills have to be accompanied by abilities to support the volunteers by mentoring their learning process as well as guiding and supporting them in their work. Additionally, volunteering projects should be based on the conceptual understanding on how and why volunteering is the chosen activity type to encourage social participation.

At the end of the course, the participants will be able to:

- motivate, manage and coach international and local young volunteers
- set learning objectives and monitoring outcomes together with the volunteers
- develop strategies of inclusion of young volunteers
- promote successfully volunteering and active participation in their local community
- have developed own check lists and procedures for the most essential steps in volunteering projects

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PROFILE OF PARTICIPANTS:

24 youth workers and active volunteers of associations involved in youth work coming from 8 countries (Italy, Azerbaijan, Armenia, Greece, Moldova, Georgia, Fyrom, Portugal).

Each organization will send **3 participants** over 18 years old: we ask each partner to select **high motivated participants** who are interested and motivated to the project.

Please note that **EVS volunteers cannot be included** as participants in this project as they are already receiving funding from the Youth in Action/Erasmus+ programme and this type of double funding is not allowed under the rules of the programme.

WHAT TO BRING:

- Bring with you information about your NGO, as we will realise an NGO Market, where you will present your organisation to other participants (brochure, video, gadget etc...)
- Intercultural Evening: bring music, food and whatever you think it will represent in the best way your country to us.. but please don't bring power point presentation!

ROLE OF THE PARTNER:

We ask every partner organization to have an active role in the project, paying special attention to the realization of the following steps:

- Selection of the participants in a long-term perspective
- Preparation meetings with the selected participants;
- Taking care of the logistic issues together with the participants (travel, reimbursement, etc) and administrative task (visa request, etc.);
- Promotional and visibility phases of the project;
- Dissemination and exploitation of the results (collecting report from the participants after the training course, publishing a report on the website, etc...)

PREPARATION TASKS:

1. **By 10th May:** Fill in the attached Participant Form (for each participant) and send it to daniele@vicolocorto.org.
2. Start looking for flight connections BUT DON'T BUY TICKETS UNTIL WE GIVE YOU CONFIRMATION
3. **By 17th May:** deadline to fulfil the logistic and travel tasks: purchase of travel tickets and provide us with all the needed information for the Visa request

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Time/ Date	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	
From		Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
09:30	Arrival of participants	Icebreaking & Getting to know each other & Programme Info	European Citizenship - A Concept for Participation and Inclusion - I part	Volunteering: Type and Forms	Youth Volunteering Needs Analysis	Project Cycle Management & Volunteering	Case Studies on Common Volunteering Challenges	Project Development	Departure of participants	
11:00		Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break	Coffee Break		
11:30		Methodology, Programme & Learning Needs	European Citizenship - A Concept for Participation and Inclusion - II part	National Concepts of Volunteering	Assessing Organisational Capacity and Needs for Volunteering	Learning Development & Monitoring of Volunteers	Case Studies on Common Volunteering Challenges	Project Development		
13:00		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch		
15:00		Welcoming and Icebreaking	Team Building	Dimensions of European Citizenship	Analysis Community Needs for Volunteering	Excursion	Visibility phase of volunteering	Erasmus + / Founding for volunteering projects		My learning outcome: recognition and assessing my learning
16:30	Coffee Break		Coffee Break	Coffee Break	Visit to a local NGO		Coffee Break	Coffee Break		Coffee Break
17:00	Participation and responsibility		Potentials for Development of Volunteers	Analysis Community Needs for Volunteering			Visibility phase of volunteering	My personal plan		Final Evaluation
18:30	Reflection Groups		Reflection Groups	Reflection Groups	Reflection Groups	Reflection Groups	Reflection Groups			
20:00	Dinner		Dinner	Dinner	Dinner	Traditional Dinner	Dinner	Dinner		Dinner
21:00	Welcome party	Intercultural Night	NGO Fair	Open Space	Open Space		Open Space	Farewell Party		

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TRAVEL DETAILS

Participants have several possibilities to arrive. Most common arrival point is Tbilisi international airport or Batumi.

All participants will be picked up from the Tbilisi International Airport (or Batumi) according to the arrival schedule, and will be brought to Kobuleti (5 hours by car from Tbilisi).

The costs for this trip will be covered by the participants as part of travel costs.

Please note that we will not arrange transportation from/to airport for participants arriving earlier than 1st July and departing later than 9th July.

Extra-days: following the guidelines of the Erasmus+ programme the travel must be realised by the participants within a maximum of 4 days from the project's dates (arrival max 2 days before the project and departure max 2 days after the project)

In case of longer stays the travel might not be reimbursed.

Food and accommodation for extra-days will not be covered by the organisers.

FINANCING RULES:

Accommodation, meals and working materials are provided by the organisers. Travel costs to the venue and back will be reimbursed up to the maximum of the amount indicated by the distance calculator provide by the EC (see the Travel costs max reimbursable below).

Participation fee: 35€ for each participant - only for EU participants (deducted from travel costs reimbursement)

TRAVEL COSTS MAX REIMBURSABLE

COUNTRY	PARTICIPANTS	MAX REIMBURSABLE
Italy	3	360 € per person
Azerbaijan	3	275 € per person
Armenia	3	180 € per person
Greece	3	275 € per person
Moldova	3	275 € per person
Georgia	3	180 € per person
Fyrom	3	275 € per person
Portugal	3	820 € per person

FOR DETAILS CHECK THE TRAVEL REIMBURSEMENT RULES ON PAGE 5

ACCOMMODATION AND FOOD:

The project will be held in the seaside city Kobuleti (5 hours driving from Tbilisi) in the hotel "Irise", Aghmassenebeli str., 118a.

In the hotel, two-three participants of the same sex and different nationalities will share one room. The hotel provides towels and bed linen. There are toilets and bathrooms in the rooms.

The seminar room and dining room are located in the same building. Organizers will provide participants with three times food per day and two coffee breaks.

We strongly recommend participants to inform the organisers about any special needs of participants such are dietary, vegetarian or any other kind of special needs.

TRAVEL REIMBURSEMENT RULES

Travel reimbursement criteria:

- Most economical criteria: you have to find the most economic transport fares – APEX, student fare etc.
- Taxi will be reimbursed only in particular cases to be agreed with us in advance.
- Extra-days: following the guidelines of the YiA programme the travel must be realised by the participants within a maximum of 4 days (2 days before and 2 days after) from the project's dates, in case of longer stays the travel will not be reimbursed. Food and accommodation for extra-days will not be covered by us.
- Maximum Reimbursable limit: each country has a budget limit reimbursable, please, check it in the respective section of this infopack.

Please contact us before buying your ticket, and wait for our confirmation.

Flight reimbursement:



To obtain the reimbursement of your flight you need to keep all your boarding passes and provide an invoice from the Travel Agency / Flight Company that must contain the following data:

- Has to be clearly written in English and not handwritten.
- There must be written "paid"
- Date, place and number of the Invoice
- The name of the passenger
- The full details of the flight (departure/destination and travel days)
- The total amount of the flight

We will not assure the reimbursement if the invoice does not contain all these elements.

Tickets (bus, train):

They can be reimbursed only if they're legally valid documents.

They must contain clearly the price and the dates. If these info are missing, please, ask to the responsible of the service to add it and put their stamp to validate it.

Reimbursement:

Only original tickets and flight complete with boarding pass will be reimbursed. Please keep all the bus, train and airplane tickets, including boarding pass as well. Expenses will be calculated in Euro and the reimbursement will be paid in Euro.

Reimbursement will be done by bank transfer after receiving the original tickets and boarding passes by post: (We suggest you to scan them before to send them to us.)

Associazione Vicolocorto
via Paoli, 39
61122, Pesaro
Italy

Lost or missing tickets will not be reimbursed.

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HOST AND COORDINATING ORGANIZATIONS



Associazione Vicolocorto

Contact Person: Mr. Daniele Lucarelli

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შვიდობისა და განვითარების აკადემია

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CONTACTS:

For any further information, clarification or emergency you can contact

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PASSWORD:

If you read the info-pack till here, please send us an email with the object:

Info-pack "KIWI"

THANKS FOR YOUR ATTENTION AND... SEE YOU SOON!!!

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