

EVIS

QUALITY MANUAL FOR EVIS COORDINATORS

FREE EDITION



VOLUNTEERS DON'T NECESSARILY
HAVE THE TIME THEY JUST HAVE THE HEART

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WHAT IS EVS?

GENERAL INFORMATION

European Voluntary Service (EVS) is a programme financed by the European Commission (EC) under the Erasmus+ programme (Key 1 Youth Action). EVS is a „learning service“: through experience volunteer can improve or develop skills that help towards personal, professional and educational development.

EVS is for young people aged 17 – 30 and legally resident in the country of the Sending organisation. EVS is for everyone, including people with disabilities. It is perfect opportunity for those who are looking for changes in their life, want to get new experiences and gain new skills, want to live abroad and meet people from all over the world!



What kind of projects are available?

Placements may be with NGOs, charities, public bodies or community organisations. You can work with children or young people in a youth centre in Italy, you can do environmental work in Sweden or volunteering with saving turtles in Turkey, there are many different types of projects it all depends on your interest and what you want to do – You decide!

You can google EVS database or FINDEV.S.COM to find your placement!:)





Bartosz Prokopyk, Fundacja CAT volunteer during his Community Development project in Nepal.

If your EVS candidate is afraid of long EVS, encourage him/her first for short term!

EVS more than once?!

YES IT IS POSSIBLE!

The programme guide of Erasmus+ confirms that it is possible to participate in 2 EVS projects always when the volunteer accomplish the following three conditions:

- EVS can have the maximum length of 59 days . After is treated like a long term and its not possible to attend anymore.

- The duration of the first and the second EVS cannot exceed in total 12 months.

So if your candidate spend his/her first EVS of 1 month in Spain and the second EVS can be still 11 months in Poland. It can be also 2 months + 10 months, 1 month + 5 months, 2 months + 7 months, etc. There is no problem at all if each of EVS is done in a different country (or the same country, even the same organisation) .Its not mandatory to go for EVS for 12 months. 2 EVS mobilities can be also 1 month the first and 1 month more the second one.

Thirdly, that´s very important to have as the first mobility the short one. It doesn´t apply in reverse. So if your candidate did long term already, it is not possible to do second volunteering project of 1 month more. That wouldn´t be logical as the first short EVS is supposed to help to the persons who don´t venture for a long-term mobility: thus, they do the first try of 1 or 2 months and then (when discover how amazing and enriching is EVS) apply for a longer mobility.

RECOMMENDATIONS FOR VOLUNTEERS



Karolina Dobrzycka podczas swojego projektu w Centrum Modzieżowym w Rezekne, Łotwa

EVS IS FREE

Don't pay for EVS any fee. According to the Erasmus+ guide your accommodation is provided, you should get pocket money and food allowance /or food provided/ also you should get reimbursement for travel.

READ CAREFULLY PROJECT DESCRIPTION AND CONDITIONS

Quite often volunteers didn't read carefully the project description or conditions. Then after moving to another country quite often they are disappointed or have cultural shock. Because they had a different vision of their EVS. So motivate your candidate to know the offer and profile of the organisation to minimize the risk

PROPER COMMUNICATION

Prior to her/his departure, the volunteer is responsible for informing the promoters about any circumstances that may influence her/his capability to carry out certain tasks and about any individual special needs. If necessary, she/he should provide accurate information about health-related issues. The volunteer must inform the Coordinating, Sending and Host Organisation about the exact dates of her/his departure and arrival. This information should be provided well in advance before the start of the service.



Keeping in mind that the volunteer is part of the hosting organisation staff. So he/she should take care of the proper image of the institution



Keeping in mind that the volunteer is the representative of the sending country, so stereotypes will be created according to his/her attitude



Keeping in mind that not knowing the hosting country law is not an excuse to break it



Recommendations for Sending organisations

01 Promote vacancies with all the informations

02 Select candidate together with hosting organisation. Communicate with both.

03 Organise in short term at least Skype predeparture in long term obligatory stationary predeparture training

04 Don't forget about CIGNA enrolment, support volunteer with all travel arrangements. SIGN Activity Agreement.

05 Be in touch with volunteer. Promote his/her activity. Support evaluation of learning process. Prepare volunteer for coming back to his/her country and reality.



Recommendations for hosting organisations

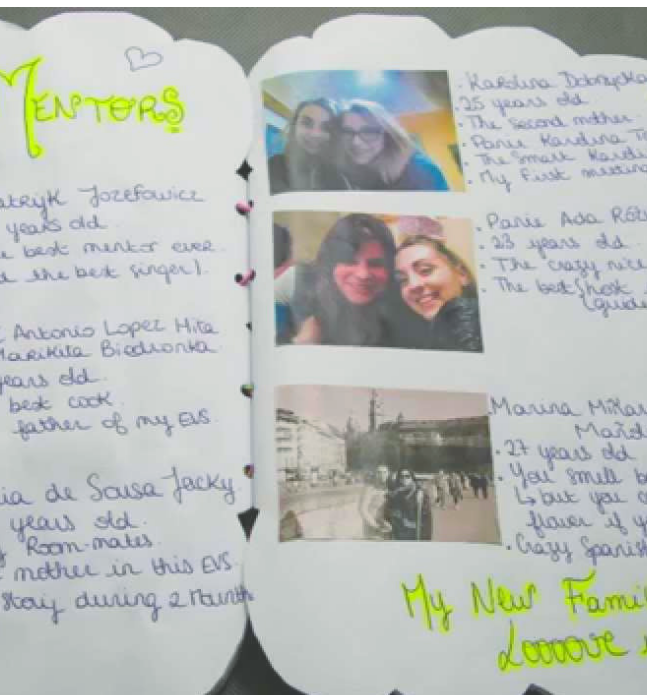
Arrange proper accommodation and create clear infopack that the volunteer will understand everything and can reach the place easily

Prepare mentors, coordinators and organisation for NEW comers. Manage training cycle for volunteers.

Set clear work schedule, build local network that it will be easier to implement local actions managed by volunteers

Prepare volunteer by organise orientation week, explain the reality of country, organisation and place, security, integrate with local community for example organise welcome party, provide residence permit

Monitor (control) and supervise the learning process, Keep contact with sending organisation and take care of project visibility, give feedback and insights on their work, support their improvement, be prepare for unexpected. Keep integration process and celebration if sth goes well Ask volunteers to make creative reports from the service



- Girls from South Europe
- Reach a dream
- Enter in a new world
- Experience the beauty of helping
- Kindergarten to high school
- Values shared
- Office team became a family, bonded with Love
- Under the Net of multiculturalism
- Tears of joy and sadness
- Eyes full of sparkle
- Entertainment Versus Skills, in a Round, dancing
- Syrtaki
- In a Multilanguage Nation. That's Life in Leszno
- Every moment is captured
- Stop the time? Impossible
- Zero regrets
- Nothing better
- Once in a lifetime experience!

Recommendation for coordinating institutions



Share with partners project or create project management guide that partner will know everything connected with project. Communicate with partners and keep all the deadlines and quality matters.

Create clear EVS budget to plan all spendings, to know how much you can provide volunteers for materials or have for dissemination/promotion

Leszno

07/12/2016

Lenta
sensazione di potenza
sensazione di speranza
mi avvolgi
mi costringi
a credere
di poter
fare qualsiasi
cosa.
Piccola città
cielo grigio
corpi caldi
sensazioni forti;
disteso
cammino
non sento più il gelo
non sento più la paura
non sento più nulla...
Adesso,
però
sento ancora:
brivido,
leggero avvolgimi
fammi rimanere,
non farmi andare,
fammi sedere
fammi addormentare
come se potessi
ancora,
rimanere qui
ancora un po'.

Slow
feeling of power
feeling of hope
you wrap me
you force me
to believe
to be able to do
any
thing.
Small town
grey sky
warm bodies
strong feelings;
outstretched
I walk
I no longer feel the cold
I no longer feel the fear
I do not feel anything...
Now,
however
I can still feel:
thrill
lightweight wrap me
let me stay
don't let me go,
let me sit
let me sleep
as if I could
yet,
stay here
a little bit.

Provide all the finances: pocketed money and food money on time. Be clear with timing connected with travel reimbursement.

Update Mobility tool after EVS arrival to hosting country to avoid problems with delays connected with individual reports /which are send last day of the service and obligatory filled for reporting/

THE END



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