







# WHAT YOU CAN FIND HERE?





PROJECT SUMMARY & AIMS



PROJECT PARTNERS



PARTICIPANTS PROFILE



LOGISTIC MATTERS & TIPS



REIMBURSEMENT RULES

WWW.FUNDACJA-CAT.PL





# ABOUT THE PROJECT

#### SUMMARY, AIMS & OBJECTIVES

The training course 'CAB' its main idea is to support youngsters and youth workers in the acquisition and development of soft skills in the area of animation and using them as a leverage for employability. "COMMUNITY ANIMATORS BACKPACK-DEVELOPING TOOLS FOR COMMUNITY DEVELOPEMENT"

The main objectives of the projects are: 1. Providing tools and methods of animation like : art - using eco recycling materials, face painting, modelling balloons, circus, theatre, group dynamics, juggling etc

2. Sharing good practices and methods in the field of youth work

3. Enhancing soft skills of staff in the field of youth work

4. Facilitating the promotion of communication and partnerships among youth organisations and youth leaders/ workers

5. Sharing opportunities to use animation as a non-formal education method, a tool that promotea social inclusion in the context of working with people who are at risk of social exclusion, socially excluded, affected by diminishing (Migrants, refugees, NEET, people who are povertystricken, socially inactive, poorly socialized, unfamiliar with the language, or who are poorly familiar with the language).





#### Community Animators Backpack – developing quality of social animations for community developement AGENDA

Date & time	MON DEC 28	WEN DEC 29	THU DEC 30	FRI DEC 01	SAT DEC 02	SUN DEC 03	MON DEC 04	TUE DEC 05
9.00 - 9.30	Participants space to share animation methods							
9:30- 13:00 Coffee break Included	Introduction Getting to know each other Expectations	Team building using animation methodology	Animation pack 2: Long balloons curving	Animation pack 4: Big Soap bubbles creation	Animation pack 6: Board games – not demanding knowing the language	Animation pack 8: Introduction to circus activities &	Preperation for local action in the groups and Taking Action: Creating	Personal action plan Youth Pass Erasmus Plus
15:00- 18:00 Coffee break Included	Leszno Challenge and intercultural learning	Animation pack 1: Face painting and integration dances	Animation pack 3: Theatre and origami & Klanza animation scarf - games	Animation pack 5 Simple chemical experiments	Animation pack 7: Creative recycling and puppet theatre	Animation pack 9: Making flashmobs, theatre and origami	Animation during local event:	Follow-up Evaluation
18:00- 18.30	Reflection groups							
21:00- 22.30	Free	Intercultural evening I	Intercultural evening II	Free night	Free night	Free night	Participants' night	Good-bye party

#### .....

During the project we will use different animation tools in order to make participant aware about the methods & tools. As the programme needs lots of practising and activism we plan to use experimental education in order to use the tools with local community from Leszno.

# This is just draft of the Agenda, it might change a little. Official Agenda will be send in November

→ Information about cultural evenings: For the Intercultural evening - We kindly ask you to prepare interactive presentation of your country max 10 min. (you can present here your food and drinks, music, traditional dances, some story etc.). Creativity is the basic requirement. You are welcome to bring "gastronomic" specialties from your region or country: food (it may be possible to eat food, but not to cook it at the training center) and drinks for this evening. Please bring a map, posters, postcards and leaflets to give a picture of where you come from. Please note that, if you bring videos or computer presentations with you, you will only be able to show then during the free time, if other participants would like to watch them. You may bring music, modern or traditional, that you want to

play during the intercultural and other evenings. Bringing with you different games to be used during the informal moments is not forbidden! :) ps.we have access to the fridge<sup>(2)</sup>

#### Participants' profile:

The project will be implemented with youth workers involved in the organizations, who, in the context of European events, in particular - the large wave of migration to Europe, the growing proportion of young people NEET and youth at risk of social exclusion (or premature completion of education) are looking for universal solutions that support the social inclusion. The training course is also directed to participants who want to be involved in working with excluded youth and want to explore how to motivate them to take parte actively in the socjety.

The TC is directed to all those with positive attitude toward the topic and those who will be engaged in being part of the training, contributing positively for finding solutions for challenges which the topic brings to us. Participants highly motivated to be part of the TC are more than welcome.

During the training we will Focus on the methodology for animator – so in some moment you will have to act like kid<sup>©</sup> if you dont want to play, dance, paint faces, be animator – think before to apply!

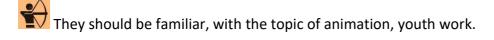
English will be the main language of the whole training. A participant for the TC needs to have good English skills (meaning by that, **able to communicate and express themselves and their thoughts in English**). Everybody over 18 years old, active and able to work and speak in English, can apply. The English level might be checked by a Skype conversation. It's also directed to those who can empower young people in organizations. And those who have ideas or whom want to develop new concepts which can be used in their future ERASMUS PLUS projects (youth exchanges, training courses, etc) in the topic of the TC. They are also welcome. People with positive attitude and willing to learn and share are also very welcome in the TC.

ACCORDING THE Erasmus+ - 100% of attendance is obligatory.

### !!! HOMEWORK !!!

The participants, once selected, should get informed about Erasmus plus programme in KA1 and KA2 actions, at least;

They should have contact with the sending organization and know which kind of job can be developed in the future;



They should have a **pre-departure meeting** with the Sending Organization where participants will be provided with the necessary <u>travel knowledge, including</u> <u>organizational aspects</u> (travel, accommodation, cultural, and content-related).

The partners who agreed previously on developing workshops during the activity

week, must send participants who can and know how to implement those activities

### **Partner Organizations:**

Project is manager by FUNDACJA CENTRUM AKTYWNOŚCI TWÓRCZEJ, FROM LESZNO, POLAND. We exist since 2008

PARTNERS			
KNOW AND CAN ASSOCIATIO N	www.znamimoga.org	rumy6@abv.bg	BUŁGARI A
IFORMAL YOUTH GROUP - IDA	https://web.facebook.com/ivarados evic	idacroatia2016@gmail.com	CROATIA
UDRUGA IKS	www.udrugaiks.hr	iks@udrugaiks.hr	CROATIA
PISTES SOLIDAIRES	www.pistes-solidaires.fr	mathieu@pistes-solidaires.fr	FRANCE
CODEC	http://codec- europe.wix.com/codec-europe	codeceurope@gmail.com	BELGIUM
ALTER EGO		dimitriostakos@gmail.com	GREECE
POLI.ANA	http://www.polianalesvos.gr/	ant2233@hotmail.com	GREECE
GLOBE - Global Learning Opportunitie s for Better Education	www.globenetwork.eu	globe@globenetwork.eu	ITALY
L'Orma	www.ormasite.it	project@ormasite.it	ITALY

A.C.T.O.R.	www.actorromania.ro	actor_romania@yahoo.com	ROMANI A
Tineret Buzau 2007		tineretbuzau2007@gmail.com	ROMANI A
Compass Európai Ifjúsági Közösségért Egyesület	www.compassegyesulet.hu	exchange@compassegyesulet. hu	HUNGUR Y
OPPORTUNIT Y GLOBAL	www.opportunityuk.org	mohammed@opportunityuk. org	UK

### . Venue:

The Training Course will be held in Leszno, in Poland. The beautiful town is located aprox. 90km away from Wroclaw and aprox. 87km away from Poznan, in the western side of Poland.First of all, you should find a flight to Wroclaw, Poznan or Berlin Airport. (at the end you will find instructions) Youcan also fly to Warsaw, but it won't be so easy to reach Leszno. When you get to Leszno, by train, bus or car, this is the main street and the main square.



More info about <u>Leszno</u> and its <u>history</u>. If you find these pictures in real life, you got to your goal. If you don't, so please contact the coordinator as soon as you can.:) However in winter it might look a little different;) with snow man on the street:P

**IMPORTANT INFORMATION:** If there will be groups arriving at the same time, **during the night**, it's possible to pick you from the airport. If two groups are coming in similar time from the airport, we may pick you from the airport (8 people) because we cooperate with some local travel companies.

#### Accomodation & Food

The main activities of the Training Course will be happening at the same place as the hotel. We will all stay at hotel <u>Sandro Silver\*\*\*</u>, in Leszno town, street Antoniny 11, 64-100 Leszno. It's 10min by walk from the main square.





- → There will be 2-3 people shared rooms, with private bathroom The *Wifi* connection will be provided, towels as well.
- →We will also be having meals at the restaurant, in the hotel. Food includes breakfast, lunch, dinner and healthy snack breaks - twice per day. Please confirm your dietary needs to <u>erasmus@fundacja-cat.pl</u>
- →Any special request you have concerning the accommodation, you should contact the project coordinator. She will try to manage as much as possible anything you need.



### **Reimbursement Rules**

Accomodation, food and materials - 100% funded by the EU. This includes everything, except for travel costs. There is no participaton fee. **BEFORE YOU WILL BUY THE TICKET – PLEASE SEND US PROPOSAL!!! Tickets for travel out of the official dates bought without approval, will not be reimbursed**. Participants must keep all travel documents (tickets, travel agency invoices and boarding passes) as organizers are able to make any reimbursement only on the bases of presented documents!

### TRAVEL LIMITS IN EUROS:

ITALY	275
BELGIUM	275
CROATIA	275
BULGARIA	275
ROMANIA	275
FRANCE	275
GREECE	275
HUNGARY	275
UK	275
POLAND	0

Reimbursement will be done in 14 days after training on the bank account. In order to recieve reimbursment participant is require to attend full training, deliever all the travel documents (tickets, boarding passes, etc) and fill the individual report.

### What to bring with you:

 $\rightarrow$  All travel documents;

→Bring with you comfortable clothes for activities☺

 $\rightarrow$  Presentation about the sending organization (activities they previously participated **previously participated** learning methods used, etc). We want to share knowledge and know better each other and maybe cooperate in the future;

 $\rightarrow$  Energizers that could be done on the mornings/ after lunch break - each participant will be asked to prepare an energizer every day, so please, be ready;

 $\rightarrow$  Alls material and things you need for the activity;

 $\rightarrow$  If you don't take with you computer, we recommend to take USB key or any external memory for pictures;

→Bring with you board games, guitar, etc if you think we can play it;

→ Anything you think you will need during stay in Poland and of course **GOOD MOOD** and **POSITIVE ENERGY**.

### What to Know:

# 

Please make sure that coming to the project you have a valid health insurance, eligible to have a medical treatment abroad! This is absolute crucial if you want to join the project. You can obtain **European Health Insurance Card (EU)** or **buy travel insurance** covering potential medical needs. Costs regarding Health Insurance are not reimbursed by the project.

### SPECIAL NEEDS

Any kind of special needs you have, concerning diet, food requests, etc, please contact the Host Organization as soon as you can: erasmus@fundacja-cat.pl





If you need to stay in the hotel longer than the project dates, please contact the organizers of the project. Unfortunately the project cannot cover the extra nights/stay and food. If your flights are earlier or later than the project dates, then you have to find accommodation for yourself. You can always contact the organizers to help you with a place to stay.

## 

If you need any help looking for flights, don't hesitate to contact us. Once you contact the coordinator, she will help you step by step with the whole travel process. There will be also sent a more detailed guide how to get to Leszno.

## **TIPS**

Once you get to Poland and you try to reach Leszno, be aware that English is not very popular and it's not always easy to find an English speaker. Our suggestion after previous projects is: once you try to buy bus or train tickets to Leszno, **SHOW** the name of the city. Don't try to tell it, because you might get to a different city with the same name or to another city with similar one.

Remember to show - LESZNO; WIELKOPOLSKA. This is your destiny. :)

### 

In Poland we use PLN – Polish ZLOTY. 1 EUR more or less 4,2 PLN. You can change some money at the airport. Once you get to Leszno, there will be also some places to change money. The national place to change money is called KANTOR (the polish word).

## **WEATHER**

In November and December the weather in Poland is cold .It might be rain a lot and snow. So be prepared for that. The temperature might be between -5° and 15°C ,Be ready!

### **USEFUL EXPRESSIONS:**

- 1. Dzieo dobry! Good morning/ Hello
- 2. Dobry wieczór- Good evening

- 3. Przepraszam I am sorry
- 4. Dziękuję Thank you
- 5. Proszę Please/ You are welcome



### **Contact Us:**

If you have any questions, concerning the travel, the project, your preparation or any other matter, don't hesitate to contact us at: erasmus@fundacja-cat.pl

You can also visit our organization's website - <u>Fundacja Centrum Aktywności Twórczej</u> and find out what else we are doing.

Find us on fb page!

https://www.facebook.com/fundacja.cat/?hc\_ref=NEWSFEED

### **CONTACT PERSON:**

Our coordinator is <u>Marlena Pujsza-Kunikowska</u>. For any information, please contact her by email: <u>erasmus@fundacja-cat.pl</u>or by phone: **0048 665480656** 



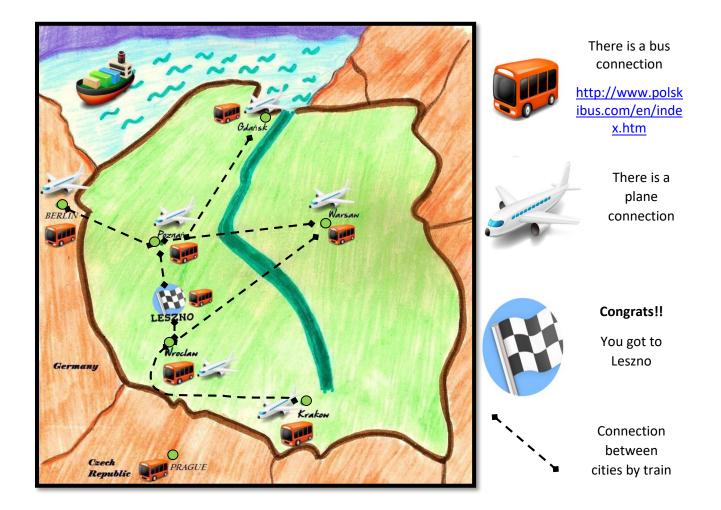
If you are interested to participate in the training course, please complete the online Application form: <u>https://goo.gl/forms/6Wz7La9lkRhOhVZP2</u> no later than the **8th OCTOBER 2017**. Selected participants will receive the detailed Infosheet no later than the **20 OCTOBER 2017**.

By filling this Application form and taking part in the activity, participants consent to having their personal data collected for the purposes of the project documentation and visibility.

### Leszno

Leszno is a town in the Western part of Poland with 64,612 inhabitants, located in the Great Poland region (Wielkopolska region, in Polish). Even though, the town is small, it's full of history and fun. There is a museum, cinema, discos, good restaurants and the most famous sport here is speedway. The city use to have international people around - EVS volunteers, CAT Foundation members and from time to time, it has some projects with international people happening as well. You will have opportunity to meet people in the schools, in the town and within your project as well. Get ready to work hard and play hard. You won't have time to get bored.

The big question now is: How to get to this calm and crazy city?



Leszno is located between Poznan and Wroclaw. It's 80km away from Poznan and 100km away from Wroclaw. Once you get to those cities it's very easy to get to Leszno, by train. You can also travel to Berlin, Warsaw, Krakow or Prague.

### 1. If you arrive from Wroclaw:

If you are in Wroclaw airport - Korpernik airport - you will have to take the **bus** to the train station (you have to look always for Wroclaw Glówny - the name of the train main station in Wroclaw). There is the bus **number 106** which leaves the airport every 10/15 minutes to Dworcowa stop. The trip takes around 45minutes and you will stop in front of the train station.



Wroclaw Airport - Mikołaj Kopernik airport

#### 1.1. From Wroclaw Glowny to Leszno...

From Wroclaw to Leszno, you have two options. You can choose the one is better for you, according to the time you arrive. You can reach Leszno by train or by bus. In both options, you can buy the tickets online; but by train, you can also buy the ticket in the station (be aware that in this situation, the queue can be long and the waiting time long as well).

→ By train: Once you are in Wroclaw train station you can take the **train to Leszno** (the national train website in English: http://rozklad-pkp.pl/en) - from Wroclaw Glowny to Leszno. The trip takes around 1h and you will get to your destiny.

 $\rightarrow$  By bus: If you book the bus from Wroclaw to Leszno, you should take the same local bus from the airport and stop in the same stop - Dworcowa stop. Once there, the bus stop is on the back of the train station. You have to cross the train station to the other side, and you will have the bus.



Wroclaw train station



In the blue square is the entrance you see above - Wroclaw Glowny entrance. To get to the bus station you have to enter the building and cross it to the other side. When you are outside again, in front of you will be the bus station (in red in the map).

**\*\*Tip:** In case you need to ask anyone about information, ask them about PolskiBus.

**From Wroclaw**, you can take <u>PolskiBus</u> **to Leszno** (http://www.polskibus.com/en/index.htm). The tickets must be bought online and you have to have the booking reference or the ticket with you when you get to the bus.

#### 2. If you arrive from Poznan:

If you are in Poznan airport - Ławica airport - you will have to take the **bus** to the train station (you have to look always for Poznan Glówny - the name of the train main station in Poznan). There is the bus **number 59** which leaves the airport every 10/15 minutes to Poznan Glowny stop. The trip takes around 30minutes and you will stop in front of the train station.



**Poznan Lawica Airport** 

#### 2.1. From Poznan to Leszno...

From Poznan to Leszno, you have two options. You can choose the one is better for you, according to the time you arrive; however, trains are coming to Leszno more often than the buses. In any case, you can reach Leszno by train or by bus. In both options, you can buy the tickets online; but by train, you can also buy the ticket in the station (be aware that in this situation, the queue can be long and the waiting time long as well).



Poznan Glowny - Poznan main station

in station, you can take the **train to Leszno** (the national train from Poznan Glowny to Leszno. The trip takes around 50min

znan Glowny to Leszno, you should take the same local bus oznan Glowny stop. Once there, the PolskiBus stop is on the

other side of the building where the local bus stops. The train station is next to the shopping center. You have to cross the shopping center and you will find the Polski bus stops.



The bus stop is in ul. Bosacka - Dworzec Autobusowy (bus station). You have to enter the building, go to the first floor, cross that floor - you will pass Mc Donalds and the shops. Then you go back to the ground floor by automatic stairs (close o H&M shop) and the bus stop will be on your left, in the ground floor. You see the way you should follow in orange, in the map.

\*\***Tip:** In case you need to ask anyone about information, ask them about PolskiBus.

From Poznan, you can take polskibus to Leszno (http://www.polskibus.com/en/index.htm). The tickets must be bought online and you have to have the booking reference or the ticket with you when you get to the bus.

#### 3. If you arrive from Warsaw:

In Warsaw there are two different airports - Chopin airport, the main one and Modlin airport.



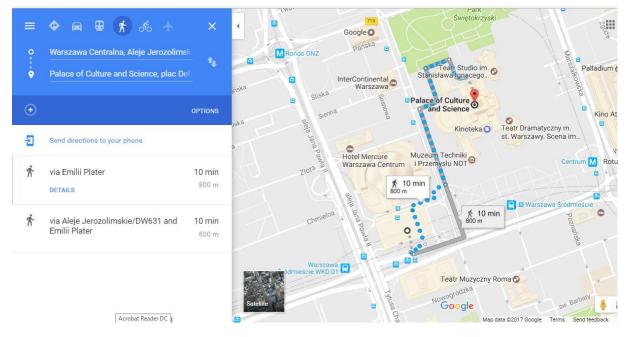
Chopin airport, Warsaw

Easy easy! () If you arrive in Chopin airport, you just need to take the train (inside the airport) to Warszawa Centralna - Warsaw Central Station. From there you can take the **train or bus to Poznan Glowny**. If you take the <u>train</u>, you just need to look for your platform and here you go. This is the easiest way. Once in Poznan, check point 2.1. "From Poznan to Leszno...". For more info about trains, check the national train website in English: http://rozklad-pkp.pl/en.

When you are in Warsaw Central Station, you have two options: you can take polskibus or train to Poznan Glówny. If you will take the <u>bus</u> to Poznan Glowny, then you have to go to the bus stop which is in front of the Palace of Culture and Science in Warsaw. Bellow you can find the map.

From Warsaw to Poznan Glowny you can take polskibus (http://www.polskibus.com/en/index.htm). The tickets must be bought online and you have to have the booking reference or the ticket with you when you get to the bus.

From Poznan Glowny to Leszno, please check point 2. "If you arrive from Poznan".



Map from the Palace of Culture and Science to Warsaw Central Station

### • Coming from Modlin Airport:

It's not so easy, but it's also not difficult. (1) If you arrive in Modlin airport, you need to take the pink and green bus, Modlin Bus is the name of it (in front of the airport - check the airport photo above, you can see the bus there) to Warsaw (the stop is in front of the Palace of Culture and Science, 10min by walk from the Central Station in Warsaw). The bus stops only there. You need to buy the tickets for this bus in advance. You can buy it online: https://www.modlinbus.com/ or in the airport, there is a station for it and the price is the same.

- From Warsaw Central Station to Poznan Glówny by bus:

Once you are in front of the Palace of Science and Culture, if you will take a bus to Poznan Glówny, you just need to wait for your bus to come.

For PolskiBus you need to buy the tickets in advance and present the booking reference pr the ticket in the bus. For timetable and prices, check it here: http://www.polskibus.com/en/index.htm.

- From Warsaw Central Station to Poznan Glówny by train:

You need to walk from the Modlin Bus stop to Warsaw Central Station and there you can take the **train to Poznan Glowny**. It takes 10min by walk. See the "*Map from the Palace of Culture and Science to Warsaw Central Station*" above.

Once in Poznan Glowny, check point 2.1. "From Poznan to Leszno..."

4. If you arrive from Kraków:

If you get to Kraków airport - Jean Paul II airport - you have to take the bus to the train station. The bus is *KML* and your stop will be Kraków Glówny (Kraków main station). You have bus every 15minutes and it takes around 15min until your bus stop. Once in Kraków Glówny you can take bus or train to Leszno or Poznan Glówny.



Jean Paul II airport, Krakow airport

 $\rightarrow$  Reach Leszno by **train**: There are few direct trains to Leszno from Krakow. In case there won't be any, so you need to take a train to Poznan Glówny and from there follow the instructions in point 2.1. "From Poznan to Leszno..."

→ Reach Leszno by **bus:** You also have PolskiBus from Krakow Glówny to Wroclaw Glówny. There are many connections (check http://www.polskibus.com/EN/index.htm) and when you get to Wroclaw Glówny follow the instructions in 1.1. "From Wroclaw Glowny to Leszno...".

5. If you arrive from Berlin airport: LET US KNOW AS ITS ITS EASY BUT SOMETIMES BOOKING REQUIRES POLISH;)

There are also two airports in Berlin- TEGEL airport and Schönefeld Airport (SXF).

Generally, from Berlin you need to take PolskiBus (http://www.polskibus.com/en/index.htm) or Simple Express bus (<u>https://luxexpress.eu/en/simple-express</u>), berlinexpress to Poznan Glówny. Timetable and more info in the links in brackets. For both buses you need to buy the tickets in advance and present the booking reference or the ticket in the bus.

### How to get to the buses from the airport:

- From TEGEL: You need to take the subway in the airport to the bus stop, where PolskiBus and Simples express stop - Berlin (ZOB), Zentraler Omnibusbahnhof. When you get in the bus, the next stop will be Poznan Glówny, then you need to check the point 2.1. "From Poznan to Leszno..."

- From Schönefeld Airport (SXF): The bus stops at the airport in the parking on the left side, when you go out from the airport. Next stop will be Poznan Glówny. Once there, then you need to get to Leszno. Check the point 2.1. "From Poznan to Leszno..."

**\*\*Tip:** If you don't manage to get a flight to Wroclaw or Poznan, then this is the best option to reach Leszno. It's quite fast, cheap and the connections are very good. The bus have wifi and toilet inside.

### 6. If you arrive from Prague airport:

If you arrive in Prague airport, then you can take the subway to Florence stop (line C). For more info, check the website: http://mapy.idos.cz/praha/?lng=E&lng=E (from Prague airport to Pod Výtopnou 13/10, where the PolskiBus Stops). From Prague you can take direct bus to Leszno.

For PolskiBus you need to buy the tickets in advance and present the booking reference or the ticket in the bus. For timetable and prices, check it here: http://www.polskibus.com/en/index.htm.

### 7. If you arrive from Gdansk

It's not very usual to get flight to Gdansk - Gdańsk Lech Wałęsa Airport. Just in case you will find a flight, so you can decide to reach Poznan Glówny by bus or train.

- Reach Poznan Glówny **by bus**: The PolskiBus stops in the airport. You just need to have your ticket, take the bus and arrive in Poznan Glówny (Poznan Main Station). Once you are in Poznan Glówny, read the point 2.1. "From Poznan to Leszno...".

If you plan to take PolskiBus remember you need to buy the tickets in advance and present the booking reference or the ticket in the bus. For timetable and prices, check it here: http://www.polskibus.com/en/index.htm.

### - Reach Poznan Glówny by train:

At the airport, you need to take the tram *SKM* from the airport to Gdansk Glowny (the central central station in Gdansk). The tram leaves the airport every 10min and it takes 10min to the stop Gdansk Glowny.



Gdańsk Lech Wałęsa Airport

#### 7.1. From Gdansk Glówny to Poznan Glówny...

All you need is to take the train between those two cities and reach Poznan Glówny. There are direct trains which take around 3h. Gdansk is on the Polish seaside, so if you come in the Summer, be aware that it can be chaotic with so many polish people on holidays and tourists moving around in the city and by public transports. Book your transports in advance and with some time, so you don't need to rush to don't miss them.

Once you arrive in Poznan Glówny read the point 2.1. "From Poznan to Leszno...".

### **IMPORTANT WEBSITES WHILE YOU ARE TRAVELLING TO LESZNO**

- National Trains website: http://rozklad-pkp.pl/en
- For PolskiBus: http://www.polskibus.com/en/index.htm
- For Simple Express (Berlin Poznan Glówny): https://luxexpress.eu/en/simple-express

• For public transports in different cities in Poland (connections between airports and train stations): jakdojade.pl, then choose the city you need

When you try to reach Leszno, show your ticket

Useful Tips or the name of the town. Don't try to say it. It can get complete people to understand and they might send you somewhere else.

You are coming to Leszno, Wielskopolska (in the Great Poland). The Leszno in Poland, in different parts of the country. Show them the na



When you are looking for your flights, try as first options Wroclaw, Poznan and Berlin. The connections are better, faster and cheaper.