EUROPEAN SOLIDARITY CORPS. VOLUNTEERING ACTIVITIES



ALL YOU NEED TO KNOW ABOUT THE PROJECT THAT WILL CHANGE YOUR LIFE.

ANNA GUILLÉN RAMOS

Fundacja Centrum Aktywności Twórczej

Address: Lasocice, Zachodnia 6, 64-100 Leszno
Office: Więzienna 3, 64-100 Leszno
Quality label: ESC: 2019-1-PL01-ESC52-065875
OID (organization ID): E10086469
www.fundacja-cat.pl
kontakt@fundacja-cat.pl

Fundacja Centrum Aktywności Twórczej is a fully legal non-government organisation, existing in Leszno since 30th December 2008. Foundation CAT was initiated by young, local activists, engaged in the cultural and educational development of the local community of Leszno. The energy, creativity, vision and especially the need for changes in the local environment gathered already dozens of people between the age of 13 and 40 around the institution. It is because of the accumulation of the above ideas that Foundation CAT was called to existence. The Foundation's aim is to activate the local community, particularly in terms of transcultural integration, and promote the idea of voluntary work. The Foundation creates places of voluntary work for the youth and supports such activities in the context of older people alike - it is Leszno's Centre of Volunteering since 2015.

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EUROPEAN SOLIDARITY CORPS

Dear Friend,

A few months ago I was in the same situation as you. With doubts, many doubts about everything, about life in general: What do I do in my life? Where do I want to work for the next 40 years of my life? What are my skills? And what can I contribute to this world?

But at this point, I will only tell you one thing: you have all the power in your hands, because you have been able to find the solution to all your doubts. Doing an ESC will help you get to know yourself, to know what you like and what you hate. Many kilometres from home, you will learn how to contribute your grain of sand to this wonderful world. All the knowledge and everything you will learn in the next months, will make you a successful person.

Yes, I know. You have a lot of questions: How to get your Erasmus grant? Where is the documentation to go to the country that you have always dreamed? Do not worry, in the following pages you will find all the steps that you need to follow to became ESC volunteer. I promise you that is easier than heating a pizza in the microwave.

Do you want to be happy? Keep reading...

Content Structure

THIS GUIDE BELONGS TO...
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OH NO, I'VE NEVER PREPARED A CV
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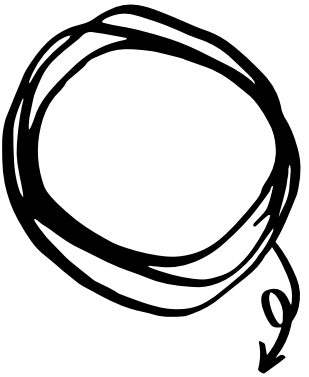
LEARN SOME WORDS IN THE DESTINATION LANGUAGE
CONTACTS I CAN'T/DON'T WANT TO FORGET
STICKERS TO MAKE THE PROCESS MORE BEARABLE
MY NOTES: I DON'T FORGET!



This guide belong to...

ABOUT ME



Draw yourself

Name and surname

.....

Date of birth

.....

Home address

.....

Phone number

.....

Email

.....

Social networks

.....

My studies

.....

My experience

.....

Desired destination

.....

Dream projects

.....

My hobbies

.....

European Solidarity Corps: Volunteering activities

The ESC is a European Union initiative, which creates opportunities for young people to volunteer or work in projects in their own country or abroad that benefit communities and people around Europe.

The main objective is to build a more inclusive society, supporting vulnerable people and responding to societal challenges. It offers an experience for young people who want to help, learn and develop.

As a ESC participant, one agrees to uphold the following principles:
- Values of solidarity
- Respect between people, their culture and their traditions
- Contributions to society, cooperation and mutual understanding
- Not act in any way that could put people in risk
- It is must to respect all the rules
- To have the right to refuse to accept any ESC project
- The participation in the ESC does not involve the payment of any fee
- The employment contract will serve a similar purpose
- To have information about the tasks

You can register for the ESC when you are over 18 until 30 years old.

The most common projects are helping to prevent natural disasters or rebuild afterwards, assisting in centres for asylum seekers, or addressing different social issues in communities.

Projects supported by the ESC can last from two weeks to twelve months.

They will usually be located within the European Union Member States.

ESC portal: how do I register to be a volunteer?

1. To register, go to the ESC official web site.

2. Enter the information requested and check your email. There you will have received an email with a link to change create your password. Do it!

3. Once you have changed your password. You will receive the following notification: Your EU Login password was successfully changed. Click "Proceed" below to continue to European Youth Portal.

4. Accept, read the information that appears and confirm that you agree. But read it, you never read these things!

5. Then it will ask you two simple questions, answer them: What is your date of birth? Which country are you legally resident in? Easy, right?

6. And press continue. At this time, you will find a page with questions about your personal data, your availability, European Voluntary Service and General privacy. Take your time and answer them.

ESC portal: how do I register to be a volunteer?

7 Once you have answered all the questions, you will receive another message in your email, telling you that: Thank you for registering for the European Solidarity Corps!

8 In that email, you will receive the link to your profile. Access your profile.

9 Once in your profile, fill it out to be more attractive to organizations. This is the time to attach your CV. Do not worry if you do not know how to do it, in the following pages you will find tips and advice on how to generate it.

10 And now, it is time to enter "the opportunities" section and start investigating what projects organizations offer.

If you still have more questions, go here:

https://ec.europa.eu/youth/video-gallery/how-to-apply-european-solidarity-corps_en





Oh no, I've never prepared a CV!

Take it easy! ESC is designed for young people, so it is normal that you have never presented yourself to a selection process, and therefore, that you have never prepared a CV or a summary of your working life. Probably, you have had non-formal jobs where you have not needed it, this is normal.

Then we will give you some tips and advice on how to prepare your CV, which you will need to apply to that project that you like so much.

Here you have Europass CV example. It is a document that serves to present the capabilities and qualifications of the interested party in a clear and effective way. Feel free to adapt it, highlighting those points that are attractive to the destination organization

europass Curriculum Vitae

PERSONAL INFORMATION Ann Other

1 The Street,London AB12 3CD United Kingdom
+44 1234567890 +44 0987654321
ann.other@address.com

JOB APPLIED FOR Underwriter

WORK EXPERIENCE

July 2009 – Present **Underwriter**
Brown and Williams Insurers, London (United Kingdom)
Manager of underwriting team at local branch of leading insurance company; responsibilities inc
- Managing staff in the underwriting team.
- Analysing application forms to establish credit worthiness of clients.
- Allocating applications appropriately within the underwriting team and process insurance appli
in complex cases.
- Ensuring compliance with relevant company policy, regulations and/or legislation.
- Providing relevant training to junior underwriters.

March 2007 – June 2009 **Junior Underwriter**
Clarke and Philips Insurance, London (United Kingdom)
As a junior underwriter at this large insurance firm, main duties included:
- Assisting senior underwriters to evaluate application forms from individuals based on standard
underwriting strategies and policies
- Calculating risk in accordance with company policies.
- Communicating with other staff within the company and explaining the reasons for decision re
on applications.

Related document(s): reference skills passp

September 2004 – June 2005 **Year in industry**
B. S., Munich (Germany)
During a year in industry as part of BSc studies, worked at investment bank and securities firm.
included:
- General administration in various departments.
- Shadowing underwriters and other staff within the insurance section.
- Telephone work, and responding to client questions via telephone and email.

Related document(s): EM Skills Passpo

EDUCATION AND TRAINING

September 2001 – June 2006 **Bachelor of Science in Mathematics**
Bournemouth University, Bournemouth (United Kingdom)
Subjects Included:
Pure Maths, Statistics, Queueing Theory, Applied Maths

Related document(s): DS Label Holder Exam

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europass Curriculum Vitae

September 1999 – June 2001 **A-levels**
Awarding Body, London (United Kingdom)
Mathematics - Grade A
Physics - Grade B
Economics - Grade A

General Certificate of Secondary Education (GCSE)
Awarding Body, London (United Kingdom)
Biology - Grade A
Chemistry - Grade B
Economics - Grade A*
English Language - Grade A*
English Literature - Grade A*
Further Mathematics - Grade A*
French - Grade B
Geography - Grade B
German - Grade A
History - Grade B
Mathematics - Grade A*
Physics - Grade A*

PERSONAL SKILLS

Mother tongue(s): English

Other language(s)	UNDERSTANDING		SPEAKING		WRITIN
	Listening	Reading	Spoken interaction	Spoken production	
German	B1	B2	B1	B1	B2
	GCSE German				
French	B1	B1	B2	B2	B1
	GCSE French				

Levels: A1/A2: Basic user - B1/B2: Independent user - C1/C2: Proficient user
Common European Framework of Reference for Languages

Communication skills: Excellent verbal and written communication skills both in an office environment and with externa
stakeholders
Experienced at giving presentations to large audiences.
Good telephone manner

anisational / managerial skills: Excellent organisational and prioritisation skills.

Computer skills: Proficient with Microsoft Office programmes, Outlook, Internet Explorer and Project.
Also competent with sector specific software packages.

ANNEXES

- DS Label Holder Example.pdf
- EM Skills Passport PDF
- reference skills passport.pdf

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Supporting organization

The supporting organization is responsible for negotiating all our documentation and taking care of us when we are abroad.
That is, they are like our parents when we are abroad, since we have contact with them throughout the ESC.
You should contact one or another organization near your home.
Apart from looking at the official website where all ESC is offered, you can contact a supporting organization to recommend you volunteering.

Hosting organization

The hosting organization is the place where we are going to work, and therefore to reside throughout our ESC.
Therefore, they are not only our family abroad, but also our co-workers and friends.
Good advice would be to contact them to see what programs they offer and answer any questions we have about the ESC.
They offer us food, accommodation, pocket money (for our expenses there), language courses, the travel costs are paid and the public transportation there as well.

What project should I choose?

This list shows the most common types of projects that the European Solidarity Corps offers. The main recommendation is that you read a lot about the types of projects that ESC offers since the more the project suits you, your tastes and needs, the better results from your experience you will get. Think about your studies and your hobbies. Your previous knowledge, skills and experiences can help you choose the right project.

INCLUSION. This is a wide topic which covers such issues as working with people with disabilities or additional support needs, fighting discrimination and intolerance, working with minority groups such as Roma, and intercultural, inter-religious and intergenerational issues.

RECEPTION AND INTEGRATION OF REFUGEES AND MIGRANTS. Helping to provide a safe welcome for people newly arrived in Europe, and assisting in integrating them into their new communities across Europe.

CITIZENSHIP AND DEMOCRATIC PARTICIPATION. Potentially working on human rights, justice and legal issues, and helping people to understand and better connect with democratic processes and decision makers.

DISASTER PREVENTION AND RECOVERY. Helping communities to avoid identified risks for natural catastrophe, or supporting communities to recover after natural disasters strike. Please note that European Solidarity Corps participants will not be asked to provide any services related to the immediate response to disasters. These types of tasks will continue to be performed by those with the specialist training and experience to operate safely in these dangerous environments.

ENVIRONMENT AND NATURAL PROTECTION. Projects related to climate change, energy and natural resources, and across different areas such as agriculture, forestry and fisheries.

HEALTH AND WELLBEING. Supporting projects which encourage general health and wellbeing, such as healthy lifestyles and active aging.

EDUCATION AND TRAINING. Projects could include a wide range of education related topics, such as combatting early school leaving, increasing basic competences such as maths or IT skills, or teaching foreign languages.

EMPLOYMENT AND ENTREPRENEURSHIP. Assisting in projects which tackle issues around unemployment, and also helping people to become more enterprising.

CREATIVITY AND CULTURE. Using the creative arts and culture to work with communities to tackle a wide range of issues.

SPORT. Increasing inclusion, equal opportunities and participation in sports, and encouraging grassroots sport.

Another way to choose a project is to filter your interests. On the following website, you will find all the projects that ESC currently offers: https://europa.eu/youth/volunteering/organisations
It is recommend that you filter it at least for the Country, Themes, the Area and the Destination Town, in addition to reflecting your Obstacles, in order to find the projects that best adapt to what you are looking for.



They told me we are going to have a skype interview...



Here are some tips for you to consider before doing the dreaded interview on Skype:

INSTALL AND UPDATE SKYPE. If you don't have Skype, download it. If you have it, update it. In this way you can avoid setbacks in the middle of the interview. Also, check your profile and leave it as professional as possible.

TAKE CARE OF YOUR APPEARANCE. Even if the interview is on Skype, you should dress as if it were a face-to-face interview. Before the camera smile, stand straight with a long short plane and look at the camera.

WATCH THE LOCATION. Put yourself in a place where the internet connection is good, you feel comfortable and the light is adequate. Remember say to family about not interrupt you or make annoying noises.

HAVE THE NECESSARY DOCUMENTS AT HAND. Have with you your CV in physically and in your computer. You may need to turn to it at some time to answer a question or you need to send to HR technician.

PERFORM PREVIOUS TESTS. Check the connection, do not have applications open on the computer so they cannot jump during the interview, check the sound and image.

REHEARSE THE INTERVIEWS. Then we leave the 7 typical questions that surely ask you during the interview. Ask a friend or family member to conduct a "fake" interview to practice:



1. Do you have previous experience as a volunteer?
2. Why are you interested in our organization/volunteering?
3. In what field is your training and experience? Do you think you have the knowledge and/or experience for the tasks you must perform?
4. When could you join us? How much time do you have to dedicate to volunteering?
5. In what other area or activity do you think you can contribute to the work of the organization?
6. What are your expectations with volunteering?
7. Do you have any questions you want to comment?

WHEN THE INTERVIEWER ASKS YOU THE LAST QUESTION, IT IS TIME TO ASK ANY OF THE FOLLOWING QUESTIONS:

1. How is a typical day in your organization?
2. What are the tasks that I will have to perform?
3. What is the next step in this selection process?
4. Doubts related to the country of destination, the organization, accommodation (share room, distance flats to the office, roommates...), scholarship economic and issues (if they give you pocket money, money for food or directly food, if you have to share your food, when they give you money, if you need money for the first days...).

INVESTIGATE. To prepare your interview well, you should do a good search for information about the destination organization. Nowadays it is easy to find them in social networks, so investigate everything you can.

BE CALM. Do not worry about the interview. Nobody who wants to have a hard time, just want to know you and know what you can contribute to your organization, so we recommend that you be calm, breathe, and give your best.



I have many doubts! Do not worry, here are the faqs

WHO CAN JOIN THE EUROPEAN SOLIDARITY CORPS?

You can register for the European Solidarity Corps when you are 17 years old, but you cannot start an activity until you have reached 18. Also, you must not be older than 30 at the start of the activity; EU Member States and North Macedonia, Turkey, Liechtenstein, Iceland, Norway, Albania, Bosnia and Herzegovina, Kosovo, Montenegro, Serbia, Armenia, Azerbaijan, Belarus, Georgia, Moldova, Ukraine, Algeria, Egypt, Israel, Jordan, Lebanon, Libya, Morocco, Palestine, Syria, Tunisia and Russian Federation can participate.

WHAT COULD I BE ASKED TO DO IN A EUROPEAN SOLIDARITY CORPS PROJECT?

Helping rebuild a school or community centre, providing support to newly arrived asylum seekers and clearing vegetation from forests to help prevent wildfires, working with disabled people in a community centre.

HOW CAN I GET MORE INFORMATION ABOUT THE ESC?

If you still have questions, you can contact their through the "Ask a question" feature. They will give you an answer within five working days.

HOW CAN I GET A JOB OR TRAINEESHIP PLACEMENT FASTER?

Yes, it's really fast get it.



I have many doubts! Do not worry, here are the faqs

CAN THE EUROPEAN SOLIDARITY CORPS BE CONSIDERED AN "ACTION", OR IS IT AN INDEPENDENT PROGRAMME NOW?

The European Solidarity Corps is now a fully-fledged programme. Sometimes, we refer to it as initiative as well.

WHAT ACTIVITIES DOES THE EUROPEAN SOLIDARITY CORPS SUPPORT?

The Corps covers the following actions: Quality Label; Volunteering (Volunteering Projects; Volunteering Partnerships; Volunteering Teams in high-priority areas); Traineeships and jobs; Solidarity projects.

WHOM MAY COMPLAINTS ON A SPECIFIC PROJECT BE DIRECTED TO?

You should refer the complaint to the National Agency or directly to the European Commission.

CAN I FILTER THE ORGANISATIONS IN THE DATABASE BY DIFFERENT CRITERIA?

You can search according to various criteria, e.g. country, topic, city, organisation name, accreditation type).

I PARTICIPATED IN THE EUROPEAN VOLUNTARY SERVICE, CAN I APPLY FOR THE ESC?

A participant who has completed a long term volunteering activity (longer than 2 months) is not eligible to participate in another long term volunteering activity.



World map: my destiny is here



COLOUR THE FOLLOWING DESTINATIONS:

Country of origin

Your new home

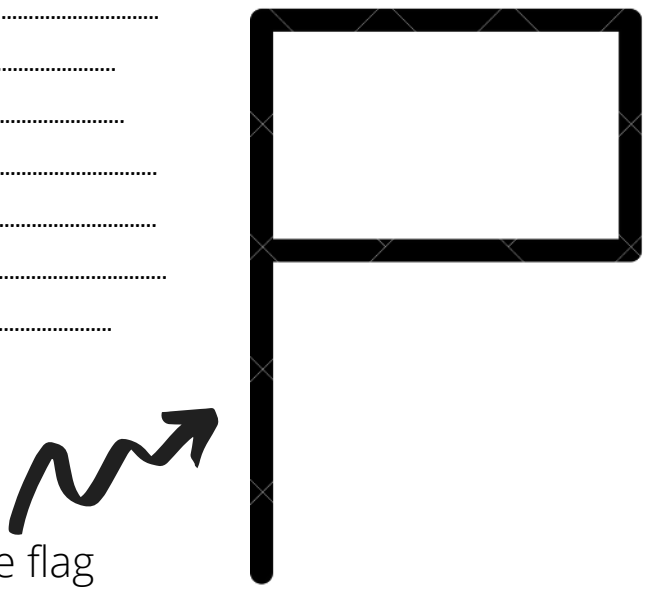
Countries that I want to travel during my ECS

Basic information of the country where I will live

If you have decided to go to another country, you should know the basic information of that destination. Fill in the following information.

Shhhh! A secret, Wikipedia can help you.

Name: .....
Capital: .....
Currency: .....
Language: .....
Population: .....
Cost of living: .....
Holidays: .....
Traditions: .....
Culture: .....
Religion: .....
Transport: .....
Beer price: .....
Pizza price: .....
Others: .....



Draw the flag

OMG! What do I put in my suitcase?

PERSONAL DOCUMENTATION

- o ID
- o Driving license
- o Vaccine Card
- o Visa
- o Photocopy of all this
- o Credit card
- o Cash money

TRAVEL DOCUMENTATION

- o Transport tickets
- o Travel guide
- o Destination Address
- o Name and contact number of who will pick you up
- o Health insurance

FIRST AID KIT

- o Ibuprofen or paracetamol
- o Strips
- o Oral serum
- o Dizziness pills
- o Eye drops
- o Thermometer
- o Gauze

ELECTRONICS

- o Mobile phone
- o Tablet or laptop
- o Camera
- o Power bank
- o Chargers of all this
- o Headphones
- o Adapter plugs

DRESSING CASE

- o Toothpaste
- o Shampoo
- o Gel
- o Hair comb
- o Sunscreen body cream
- o Deodorant
- o Suburb
- o Razor blade

OTHERS

- o .....
- o .....
- o .....
- o .....
- o .....
- o .....
- o .....
- o .....

CLOTHES AND COMPLEMENTS

- o Raincoat
- o Tracksuit
- o Cowboy
- o Black jacket
- o sweater
- o T-shirt
- o Long sleeve shirt
- o Shorts
- o Dress
- o Coat
- o Handkerchief
- o Cap
- o Flip flops
- o Sports shoes
- o Comfortable shoes
- o Pyjama
- o House slippers
- o Underwear
- o Socks
- o Handbag
- o Backpack
- o Sunglasses
- o Microfiber towel
- o scarf
- o Gloves
- o Flip flops
- o Swimsuit
- o Sunglasses
- o Boots
- o Thermal clothing



Bucket list challenge

Wondering how to make the most of your time abroad?
Check this list and start checking things off.

1. Meet people from different backgrounds and nationalities ☐

During your ESC, you will have the chance to meet many new people. However, be sure to have an international mindset. Do not ever restrict yourself to one community, especially your own. The worst thing that can happen is being stuck with people from your own country.

2. Build lasting bonds with people you feel closest to ☐

Out of all the new friends you will have, some will stand out naturally. These friends will be the ones you will remember the most and still be in contact with for years to come.

3. Explore the new city you are living in ☐

If you want to truly say "I have lived there," you have to know the fine details about the city. Go explore the suburbs and distant neighbourhoods, delve into little alleys which seem off the beaten path. You might find something that surprises you.

4. Practice your language skills. Seriously, there is no better opportunity! ☐

Don't let the new language environment scare you! In most cases you do not have any other chance but to speak in that language you want to improve. Since practice makes perfect, practicing out of necessity will definitely improve your language skills.





5. If the local language is a not so widely spoken language, try to learn the basics of it

Let's face it, learning a language you are not familiar with is difficult to do in a short period of time. But even if that is the case, learning bits of the language can greatly help in getting accustomed to the local people and make your life so much easier in general.

6. Change your food

Rather than eating the usual, try new things. No matter how different it may seem, change your eating habits. Go local, adapt to the food culture of the country you are in!

7. Do something you have never done before

By going on ESC, you have already made a big change in your life. But why not take this further? Do at least one thing that is on your never-have-I-ever list and make your time there even more unforgettable!

8. Remember to take lots of photos

Take photos, many photos. They will be the best memory left when your ESC ends. In addition, now with social networks it is very easy to save all those photos, so do not forget to request Facebook and Instagram to your new friends.

9. Travel! As much as you can.

The ultimate payoff of any exchange experience is undoubtedly the "wanderlust". Travel around the country and region as much as you can, preferably with a close group of friends. Stories from your journeys will be the ones you will never get sick of telling others.

10. Create a Memory Box

Throughout your ESC, you will collect many mementos ranging from tickets to coins or even silly little notes sent by your friends. Save them all! After you return home, create a little memory box for yourself.

11. Learn from your new adventure!

It will be an opportunity to become financially more independent and learn to feel more comfortable around new people from different countries, or you might pick up cooking skills. Just live it, because by living you will be learning.

12. Know that this is your time!

All in all, whether it's two weeks, six months or a year, this is your time to shine. Make the most of everything you can!



Learn some words in the destination language

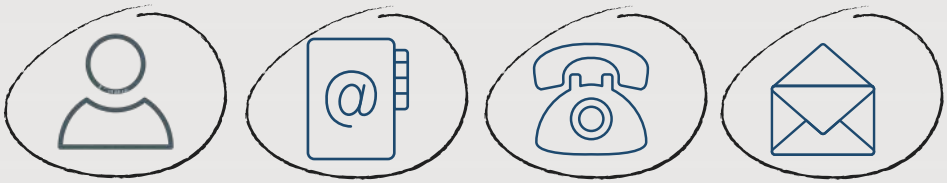
Here are some words and phrases you should learn in a new language before traveling to a foreign country. You can add more if you consider it convenient, even if you don't worry, as we told you, this program gives you a language course in the official language of the country where you are going to live.

Thank you: .....
Hi: .....
Goodbye: .....
sorry: .....
I would want to... : .....
How much is this: .....
Toilets: .....
Yes: .....
no: .....
Where is...: .....
Help: .....
I'm allergic... or I don't eat...: .....
I'm sorry, I do not speak...: .....

And the last word is... Smile. Be as friendly and nice as you can, that's the best universal language.



Contacts I can't/don't want to forget



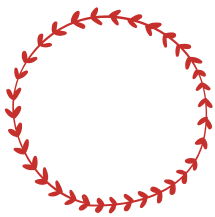
European Youth Portal europa.eu/youth/ask-a-question_en europa.eu/youth/volunteering_en

Fundacja Centrum AktywnościTwórczej +48 888 496 548 kontakt@fundacja-cat.pl. fundacja-cat.pl/

Cigna cignaglobal_customer.care@cigna.com +44 475 492 119 cignaglobal.com/customer-area

Cheap flights azair.cz gotogate.com rome2rio.com

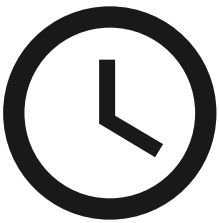
Stickers to make the process more bearable

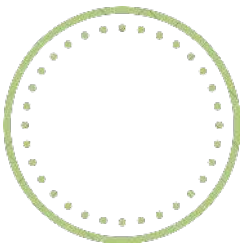













My notes: I don't forget!

