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INFOLETTER

OPEN YOUR DOORS

2. Edition!

Motto: „Principles only have power through training, practice and application.”

1st of August 2011 – 10th of August 2011

Hungary



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WHAT?

Open your doors through outdoors II. edition!

We are happy to inform you that with the support of the Visegrad Fund, we have a precious opportunity to organize the 2. edition of the previously held „Open Your Doors” training for trainers program. This time the focus will be on improving, mentoring and immediately implementing your trainer skills in fascinating real life situations.

The general aim of the program has 2 dimensions:

1. To help socially unprivileged youth people to get integrated into the society with improved social skills.
2. To further develop your trainer skills, through mentoring, immediate practice and constructive feedbacks.

The fundamental new element in this program is that this time we/you will work with our new partners: orphanages and children's homes from 4 different countries. About 20 children between the age of 12-18 years will come from these institutions. Some of the kids are difficult to handle, some are super vital and fun, and all of them are unique and hungry for your love.

Imagine 20 lovely kids full of vitality, waiting for you to get immersed into fun, laughter, joy, challenges, tears, while learning and evolving together with you, through your contribution.

GENERAL AGENDA & PROGRAMME

There are 3 major parts of the Programme:

1. Introduction and Input (1-3. days): Participants and trainers arrive, and spend 3 intensive days together with planning the main part, setting personal goals, practicing experiential activities and methods. At this part we will have the opportunity to share with each other best practices, and new innovative ideas. We create a safe learning environment where, everyone can set his/her own level of challenge with an action plan, while being supported by a professional community.
2. Implementation/Main part (4-8. days): After our guest children (20 person) arrive, participants will plan, run and evaluate their own activities, in real life situation while receiving feedback from the group and their advanced trainers.
3. Harvesting (9-10. days): Debrief, Reflection and further Plans

Some of the most important tools we use are:

Rock-climbing, expedition, high rope activities, interactive outdoor problem solving activities, and your own inputs are welcomed

PARTICIPANTS & TEAM

Participants:

countries: Partner countries for this project are: Czech Republic, Hungary, Poland, Slovakia.

age limit of participants: 18 + years

age range of children: 12-18 years

We can have 3 participants / country.

experience: you are outdoor instructor, indoor trainer, social worker, youth worker, working with groups of different age and target.

Trainers: Trainers will be from Élményakadémia and from Outward Bound Romania.

if you don't fit any of the above criteria:

We have a limited amount of places available for people who are from other countries. If you are one of them and really really want to come, contact Krisztina Gyöngyösi (Gigi) with a plan about how you will cover your travelcosts, whether and how you can contribute to the costs of the training as well.

We suggest that you do your own fundraising, look up local funds from your country, search for the opportunities of study and adult education grants, e.g. the Grundtwig, the Leonardo and the Erasmus programs.

PRACTICALS

Dates

Arrival till	18:00	Sunday 31 st August, 2011
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The program starts	09:30	Monday 1 st August, 2011
The program finishes	22:00	Wednesday 10 th August, 2011
Departure till:	12:00	Thursday 11th August, 2011

Arrivals and departures

We are asking you to arrive on the date given above, to the accomodation of the exchange:



Galyatető – Fogadó a Táncoló Kecskékhez

If you arrive 1-2 days earlier or leave later, please arrange your own accommodation for the extra time.

We expect you to participate on the whole exchange! (It means coming later or leaving earlier is not allowed!)

Venue

The training course will take place in Galyatető, Hungary.

In the accommodation there are 2-3-4 bed bedrooms with shower.

How to get there?

Arrange your trip to arrive on time at the arrival day!

Take a flight from your country till Budapest Ferihegy Airport.

Catch a bus till Kőbánya-Kispest (metro station) and go with the metro **BLUE** till Deák Ferenc tér! ATTENTION! You have to buy ticket for the vehicles (price: 300 HUF). For each journey one ticket!

From Deák Ferenc tér You change metro line to the **RED** one and go till Stadionok station.

At Stadionok station go to the ticket officer at the bus station and ask a ticket to Galyatető! Watch out there are buses go there directly 3 times a day. Time schedule is: 8:15; 13:15; 16:45.

What to bring?

We are asking you to bring certain clothes for your physical safety, personal hygiene of yourself and the other members of the group.

Take care that you have enough clothes for ten days of intensive movement. We will do a lot of exercises outside, also sit on the floor in the training room. Consider that we will move many times a day between the accommodation and the forest around. This time of the year the weather is unpredictable, it can be wind, rain or hot sunshine as well... There is no washing machine at the accommodation - of course you can hand wash. **Checklist:**

Towel

Water bottle, minimum 2 L

Warm clothes for outdoor & indoor activities and for after-movement times

Long sports trousers - for both boys and girls it is obligatory that your trousers are at least knee length, covering your knee, min. 2 pairs

T-shirts / tops for physical movement (girls: sports bra!)

Socks made of a material that is healthy and breathable.

Indoor shoes for physical activities: holds your feet, and allows maximum flexibility.

Backpack

Raincoat

Hut, scarf and gloves

Outdoor sports shoes, boots, that are holding your ankle and are waterproof!

Sleeping mat

Sleeping bag

Some food and drinks from your country

Your own medicines

Documents

passport or other official identification, bills and tickets described in the attachment, insurance (described below)

Hungarians: TB card

COSTS

Élményakadémia covers the following costs:

- accommodation
- food
- the costs of the programme
- maximum 70% of the travelcosts of foreign participants, funded by the Visegrad Fund, according to the conditions described in the attachment.

For this we received grant from the Visegrad Fund, for participants from the countries mentioned above 18 + years.

Participants cover the following costs:

- The rest of your travel costs from your living place to the project venue, which can be 0 – 100% of your travel costs, depending on what kind of funding you are coming with.
- Your own insurance
- Participants' contribution: 80 EUR

To be paid in cash in HUF or € on arrival.

The procedure and the conditions of the reimbursement is described below in the attachment nr.1.

Please read it carefully and if you have questions, contact us in advance.

APPLYING – SELECTION – CONFIRMATION

Participants: until 20th June 2011.

Send your filled in application form to Gigi to the following address: **kriszta.gyongyosi@gmail.com**

If you have any physical limitations, disease and/or use medicine we need to know about, indicate it on the application form. If you are a vegetarian, or have a special diet, let us know, indicating what you cannot or don't want to eat, and also what you CAN eat, so that we can arrange suitable food.

Do not buy tickets till you get a confirmation letter.

Selection will be done by 27th June, 2011.

Until 28th of June you will receive the confirmation letter. Then you will have 2 weeks to buy your ticket and confirm that you are coming. We will only take you serious, when you bought your ticket.

The ones not selected in the first round will be on the **waiting list** and as soon as there is an empty place, we will contact them.

Selection will be done according to the contents of your application forms, and the criteria given above taking into consideration the geographical, age and gender and social background-based balance of participants.

Note that by filling in and sending us your application form, you state that you have read, understood and accept the contents of this information letter.

We are looking forward to see you in Hungary!

Élményakadémia

website: www.elmenyakademia.hu

Attachment 1 // CONDITIONS OF REIMBURSEMENT

By law and the funding rules of the Youth in Action Programme we need to keep certain administrative procedures. We are asking for your support and cooperation in keeping these rules.

Please make sure that you read and understand the conditions and the procedure.

Conditions of reimbursement:

- Only if you participate in **the whole program** can you get the reimbursement.
- **Save your original tickets and receipts, invoices and all related documents**, because you can only get reimbursement for costs of which you can prove the amounts with original tickets and receipts. Only the amount written on the ticket will be reimbursed – that is, if you want your return ticket to be reimbursed, you have to give it to us. We cannot reimburse anything that you buy *after* the training.

ALL the following ORIGINAL documents will be needed:

- all your tickets and boarding passes
- invoices of buying your tickets described below
- passport or ID
- Official document from the bank or travel agency stating the exchange rate from your currency to Euro and/or HUF of the day you buy your ticket.

What is an invoice?

This is a document, signed and stamped by the seller.

It needs to be for the following address as buyer:

**Élményakadémia Közhasznú Egyesület
1082 Budapest
Leonardo Da Vinci str. 44/23.**

It must contain your name, the starting and finishing place and the date of the of the journey and the price of the ticket. Whatever official is your paper, **if these data are not on it, you can not get it reimbursed!!!!** Use your name from your passport, no nicknames!

E-tickets:

An e-ticket is NOT an invoice! If necessary, call the airline/train company/etc., explain them the situation and ask them to give you a receipt/invoice with the data given above. If you buy tickets online, take care that you tick the box indicating that you want an invoice, and you fill in the address of Élményakadémia where the invoice has to be sent by the airline company.

Invoices of tickets that you buy in Hungary are called ÁFÁS SZÁMLA (this is how you ask for it)

Reimbursement will be in HUF and it will be done **by bank transfer**. The exact procedure is described below. The exchange rate we will use is defined by the National Agency of the Youth in Action Programme.

Reimbursement limits per country

In the Visegrad Fund grant we will receive a certain amount of money for this purpose, which we are not allowed to exceed.

Amounts given are for return tickets between your place of living and Galyatető.

We reimburse public transport tickets and taxi costs from Budapest or from cities where you change transportation only if they fit into your limit and you bring the **invoices** of them as well.

country	Number of participants	Max. 100% travelcosts €	Max. reimbursement €	Participants' contribution €
Czech Republic	3	60	42	8
Slovakia	3	50	35	15
Hungary	3	20	14	6
Poland	3	120	84	36

Reimbursement procedure for participants funded by the Youth in Action Programme:

1. The amount of the reimbursement will be calculated as follows:

We take the 70% of your travelcosts between your hometown and Galyatető, only those costs of which you have the tickets and invoices. From this we will calculate your reimbursement.

In case your costs exceed the limits given below, the maximum amount you can get is calculated from the 70% of your allowed limit. Limits are given below. Based on the receipts you give us, we will exchange your costs into euros and from euros to HUF.

In case you want that we exchange your currency directly to HUF, you need to bring an official document, signed and stamped original from the bank or the travel agency, showing the official exchange rate from your currency to HUF of the day when you bought your ticket/visa/insurance.

2. **You will check the calculation and sign a document** stating that you checked and you accept the amount, the bank account number where it will be transferred and that you agree that the bank costs are covered from it and that you will send us back the original tickets, documents and invoices within 1 week from your arrival home.
3. You will **leave with us all the original documents** that you don't need for your journey home. During the training we will make copies of your documents, so that you can still use your ticket for the way home.
4. You **send us back all the original documents** within 1 week from your arrival home.
5. As soon as we receive all original documents from your country and the money arrives from the Visegrad Fund, we send you your reimbursement by bank transfer. We will **do 1 bank transfer/country**, either to your sending organisation or to the account of one participant from