



### "Volunteering for knowledge" 09 - 16 August, 2015 Info pack for participants

**"Volunteering for knowledge**" is an International Training Course (TC) that will deal with the importance of volunteering as a tool for acquiring new skills and knowledge.

Organized by "Bulgarian sports development association", Bulgaria.

**Duration:** 09 - 16 August, 2015 - 6 full working days activities, 8 days including the travel dates.

**Main topic of the content:** The overall aim of the project is to empower young people/youth workers with the innovative way of acquiring skills and knowledge, using volunteering. The main target group will be focused on volunteering in sports, as an innovative approach to involve more young people to have real working skills and provide them with more employability opportunities. The transfer of good practices between western and eastern European countries, living the good examples during the TC will empower the fight with youth unemployment by creating opportunities for self-employment and employment through volunteering.

5B Triaditsa str., 1000 Sofia, Bulgaria Tel. +359 2 980 10 68 Fax: +359 2980 53 94



#### Learning objectives:

- To raise knowledge and gain new experiences on volunteering and volunteering in sports as tools of recognition of skills and knowledge;

- Developing the potential for young people to help them access labor market with real skills and knowledge and this way - enlarge the youth employment.

- To clarify the challenges of volunteering in sports regarding to content and methodology, non formal and informal learning process, inter cultural learning and impact on local community;

- To create a network of professionals (youth leaders, social workers and Trainers) who work with unemployed young people and people with fewer opportunities using volunteering as a tool for education and ready to develop new E+ projects raising awareness on personal, social and professional development during the work activity.

This project is focused on teaching youth/social workers/youth leaders/trainers/sport coaches how they can use volunteering as a motivator and way to increase employability in their daily work with young people.

#### The profile of the ideal candidate:

- Youth /social workers/youth leaders/trainers/sport coaches, active within their organization or society;

- Be motivated to develop their competences in volunteering and sport;

- Already have experience in working with young people, organizing initiatives and projects;

- Be able to act as a multiplier in our local community, ensuring the snowfall effect;

- Be committed to attend for the full duration of the course and participate fully in all activities;

- Be aged 18+ but preferably 25+;

- Competently able to work in English language.

**Working methodology:** a combination of different creative and interactive methods will be used by the Trainers team and adapted upon the profile of participants. Some examples of working methods: theoretical inputs, round table, Compass/Salto sessions, individual/group activities, group exercises, work on examples in a small group, case studies, real attempts.



#### Arrival day:

Arrival day will be Sunday, 09th August, Sofia airport. Participants are asked to send their tickets to <u>info@bulsport.bg</u> and Bulgarian sports development association will provide information about transfers to the venue.

#### Departure day:

Departure day will be Sunday, 16th August. Participants are asked to vacate their rooms before 12:00.

#### Dietary requirements and disability:

If you have any dietary requirements, disability or special needs that the organisers should be aware of, please notify Yoanna Dochevska (<u>info@bulsport.bg</u>) before Friday 31st July

#### Photography:

Partner organisation staff will take video and photograph throughout the duration of the Forum. Pictures will be shared on partner social network sites. Please advice us if you are aware of sharing pictures that you are on.

#### Weather:

The weather in Sofia is pretty warm in August, so be sure to pack comfortable clothes suitable for summer indoor and outdoor activities.

#### **Clothes:**

Please bring with you sport equipment for indoor and outdoor sports.

#### Agenda and Venue details:

You will be provided with an final agenda and venue details for the training before the training starts. The training team will meet in the beginning of July to finalise the programme.

#### Intercultural evening:

We are planning to hold as part of the NGO market an intercultural evening. This represents an opportunity for you to share elements of your culture and reality with the others.

Each country will have a certain amount of time to be on the red carpet and delight the rest of us with the beauty of its culture. Just a few examples of things you could

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prepare: food, drinks, dances, songs. We strongly recommend making this evening a very dynamic, interactive one, and not use of Power Point presentation.

#### Training and organisational team:

TBA – Trainer Ivaylo Zdravkov - Reporter & Facilitator – Bulgaria Yoanna Dochevska – Project coordinator - Bulgaria

#### Social media:

We created a FB group that can be used for communication before, during and after the event: https://www.facebook.com/groups/TCVFK/ You are free to join ©

#### **Partner organisations:**

Bulgarian sports development association – Bulgaria "Tyrtaios" sports club for disabled – Greece Remenyt a Gyermekeknek Kozhasznu Egyesulet – Hungary European Career Evolution – Ireland Mine Vaganti NGO – Italy Stowarzyszenie Promocji Zdrowia i Profilaktyki "HOPP" – Poland Associação Juvenil da Ilha Terceira – Portugal Asociatia de Turism si Ecologie pentru Tineret ZIMBRUL CARPATIN – Romania A.D.E.L. - Association for Development, Education and Labour – Slovakia ASOCIACION SCOUT NUEVA AMISTAD - Spain

#### **Funders:**

With the support of the "Erasmus+" programme of the European Union.



#### Financial Aspects:

The training course will take place from 09 till 16 of August 2015 in Sofia, Bulgaria. Financial support has been provided by the Bulgarian National Agency for the "Erasmus +" Program (Key Action 1).

Therefore, "Bulgarian sports development association" will offer the following conditions:

- The travel costs from your home town to the venue will be covered according to the rules of "Erasmus+" Program. According to the new rules within the Programme "Erasmus+" we will reimburse the travel costs on the basis of the cheapest possibilities, e.g. second class railway tickets, APEX-flights etc., accompanied by the receipt of complete and original tickets, invoices, bills, receipts, boarding cards etc. upon a certain "contribution to the travel costs of participants, from their place of origin to the venue of the activity and return". This contribution is "based on the travel distance per participant. Travel distances must be calculated using the distance calculator supported by the European Commission".

- Board, lodging, local transports and all materials of the training course will be covered by the Organizer;

- The participants should arrange their own insurance for their travel and stay in Bulgaria;

- A participation fee of 60 Euros is required by each participant, payable at the venue.

#### Travel costs:

The travel costs will be 90% reimbursed. For the reimbursement please keep all the original tickets, invoices and boarding passes. The reimbursement will be done accordingly to the amount of the tickets, the maximum amount that can be reimburse for each country can be found in the table below. If the travel costs are bigger that the specified amount then, the extra amount is supported by the partner organization or by the participant.



Partner country:	Maximum reimbursement amount:
Portugal	820 euro
Poland	275 euro
Italy	275 euro
Ireland	360 euro
Hungary	275 euro
Bulgaria	0 euro
Greece	275 euro
Romania	180 euro
Slovakia	275 euro
Spain	360 euro

#### **Reimbursement procedure:**

You will be asked to complete a reimbursement form and keep:

ALL boarding passes, receipts, boarding passes and proof of purchases (originals ans scanned copies)

We need to see the proof of payment for everything, namely that the credit card numbers should be on the ticket or the receipts should be added for cash payments.

# Original documents will be sent to Yoanna Dochevska by post: no later than 30th August 2015

Bulgarian sports development association – Yoanna Dochevska 5B, Triaditza str, floor 1 Sofia 1000 Bulgaria And scanned copies will be sent to <u>info@bulsport.bg</u>



### Preliminary program:

Venue: Sofia	Actions/Methodology:
09/08/2015	Arrival day
10/08/2015	Official Opening, Introduction of Aims of TC, Expectation Tree
	Team Building
	Presentations of NGOs and "Erasmus+"
	What is Sport? (Golden Fish)
	Evaluation: Comfy Group
11/08/2015	Introduction to sport values!
	Sport and Education (Formal - Non Formal - Informal)
	Sport and Concepts of Inclusion/Exclusion
	Sport and Conflict Management; "Play the Game"
	"Take a Step Forward" Including youngsters with fewer
	opportunities
	Evaluation: Comfy Group
	Intercultural night
12/08/2015	Volunteering in sports!
	Sharing 3 best practice: Volunteering for self-development
	Sport and Values: Define a Champion
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13/08/2015	Volunteering in sports – go deeper!
	Practice visits
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15/08/2015	Employment and self employment by sport
	Recognition of skills and knowledge
	"Erasmus+" Projects Developing
	Reflection, Conclusion and Official Closing
16/08/2015	Departure day



### **IMPORTANT INFORMATION:**

#### A. Travel

#### 1. Regular air tickets must be accompanied:

• By the original invoice (signed and stamped)/receipt/pay order/proof of payment;

• The boarding pass (the small ticket stub you receive before boarding the plane);

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#### 2. E-Tickets

• Must be printed out and include your name, the exact fare you paid, details of your flight on the same page;

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- It is important that arrival and departure times as well as the price are visible
- Invoices (if available).

#### N.B.

- Arrival dates should be maximum one day prior the start of the event.
- Departure dates should be maximum +1 day.

#### B. Accommodation

◆ You will be hosted in same gender two/three bedrooms. Accommodation and meals are provided by Bulgarian sports development association. Exact accommodation - to be announced.

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◆Issue yourself an insurance, ex. European Health Insurance Card.

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Currency – Bulgarian Lev. The Bulgarian Lev is pegged to the Euro. 1 EUR = 1.96 BGN. You may exchange money in banks and in any of the numerous exchange offices.

Time zone: GMT (London) + 2 hours

♦ Electricity: 220 V, 50 Hz

Prepare yourself for interactive workshops, outdoor activities, open discussions.

◆ Every participant must attend the full duration of the activity. If a participant refuse to, Bulgarian sports development association will request to pay the the full organisational costs for your stay 53 euro/ per day per participant.

#### E. Bring with yourself

Comfortable clothes

◆ Information materials of your organisation - flyers, posters, business cards, etc.

Typical food/drinks/dance costumes/presentation/story/interesting facts that you could present your country with during the Intercultural evening!

♦ Good mood! :)





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