

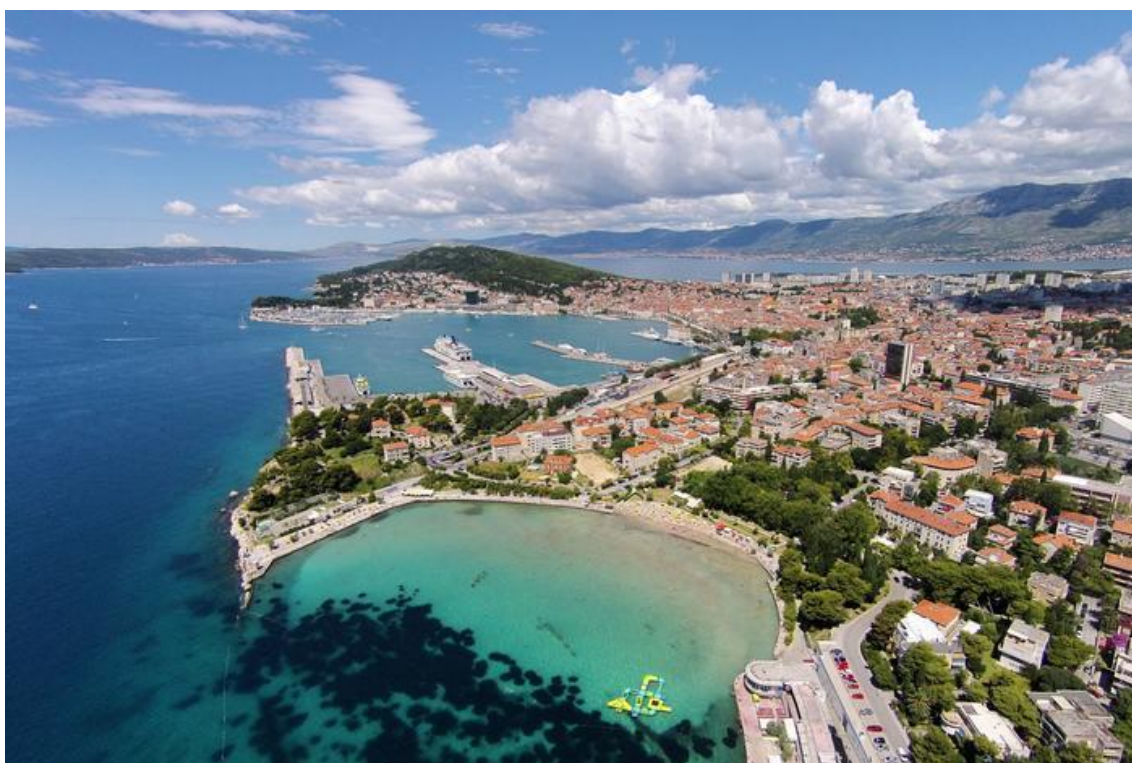


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This project is funded by the European Union.

TC “Volunteering is Strength”

INFOSHEET



Training course:

“Volunteering is Strength”

28.07. - 05.08.2021.

Split, Croatia



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Dear potential participants,

Here you can find some important information about the activity, logistic and accommodation for our training course activity.



Meeting point:

Meeting point: **University dorm “Bruno Bušić”, Split (street: Spinutska 37).**
Google maps: <https://goo.gl/maps/CvG18Bb2SYkQ29aBA>

We are expecting you on 27th of July 2021 in the afternoon (between 14:00 and 16:30 o'clock). Welcome program will start at 17:00 and dinner will be served at 19:00.

The departure is envisioned for the morning of 5th of August 2021 after breakfast.

Participants are expected to attend the full duration of TC (28th July – 5th August 2021).

How to get here

For all information about booking your tickets and coming to Split you should be in contact with **Daniel Medeiros** – in charge of project logistics, by using official project e-mail (you can find all contacts below).

We are kindly asking you to choose the ecologically and economically friendly means of transport, if possible.

Please remember that we expect you to arrive before/for dinner time on the **28th of July** and stay until breakfast on the **5th of August** when choosing your arrival/departure time. Please confirm your participation to us and send us your planned travel details via email as soon as possible.



TRAVEL REIMBURSEMENTS RULES & PROCEDURES



Travel reimbursement

Travel costs will be reimbursed only for the cheapest way of transport and for the return tickets. Travel expenses are covered

by the organizers 100% up to the maximum of unit cost per distance calculator and means of travel, including bank transfer and other appropriate fees (for all the original tickets and ways of travel that are plane, bus, train or ferry, NOT taxi and NOT car).

For distances, less than 500 km one way (according to Distance Calculator | Erasmus+), the preferable means of transport are land transportations, such as train and/or bus. If other mean of transport is selected for such travels, e.g. airplane, those will be reimbursed 60% of airfare, in accordance with the principle of environmental awareness and protection.



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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!

The travel reimbursement will be done via bank transfers **after** you return home and after you have sent us the **ORIGINAL** boarding passes and tickets (and after you submit/send us the filled evaluation forms of the training course) or in **cash** if you have all tickets at spot. When you are buying a ticket, ask for additional bill as well, if possible!

Further Rules regarding the booking of the tickets and reimbursement:

- Only the cheapest tickets will be reimbursed. We will not cover tickets with the deviation from the direct route (A → B → A), extra unnecessary stops and layovers. We don't cover seat reservation fees, leisure plus tickets, flexible tariff tickets, extra travel insurances, priority boarding fees, local bus baggage, handwritten tickets or bianco nota bills.
- Only tickets purchased online will be reimbursed. We can't cover travel agencies' fees. Travel agencies invoices for the tickets won't be accepted for reimbursement.
- We can't reimburse taxi or private cars; only public transport will be covered.
- You can arrive maximum 2 days before the activity and depart maximum 2 days after if you want to spend more time in Croatia on your own, provided that the tickets on these days are not more expensive than on the official travel days.

Please don't buy your tickets before we approve them! When you will plan your trip and **BEFORE** buying your tickets, especially if your planned travel itineraries are different than **28th July – 5th August 2021**, please inform us in advance, so we can approve your tickets and travel costs. Also, if you travel from elsewhere than the town and country of the sending organisation partner in this project, please, inform us, as we need to approve it as well. Thanks a lot, in advance!

Practical information



The unit of currency is **Hrvatska Kuna (Hrk or Kn)** and the current equivalence is 1 Euro=7,5 Kn. It is not possible to pay in Euros or any other currency, so upon your arrival to Croatia you have to change money. Please note that in Croatia it is not possible to exchange euro coins, only paper bills.

To give you an idea about some prices in the supermarket: a small bottle of water costs 5 Kn, the typical price of a pack of cigarettes is 25 Kn, a small bottle (1/2 l) of soda juice costs 6-7 Kn, and a telephone card costs 25, 50 or 100 Kn. Please check your country

current exchange rate in Euro.

Accommodation



All participants will be accommodated in Student dorm „Bruno Bušić“ in Split.



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We will be placed in 3-bed rooms (in rooms there are bunk beds). Every room will have a bathroom. Breakfast, lunch, dinner and two coffee breaks will be served daily at the hostel. There is a wifi connection and air-conditioning.

Please do not expect anything extra-luxurious from the accommodation as it is student dormitory.

Some things you should bring...

In order to organize a specialty evening and some tasty intercultural learning, you are very welcomed and invited to bring some specialties from your country or region (food, drinks, candies...☺). Music, games, photos and other are also welcome. Also, please bring some promotional material of your organizations and information about the projects organization is having. If possible, bring some sport/casual clothes as well, as we can exchange some games from our countries, at least for energizers.☺ Don't forget your swimsuit, beach towel and sunscreen for your free time.



COVID-19 PANDEMIC POSSIBLE INFLUENCE ON THE ACTIVITY:

Training course activity will be organised following all recommendations for managing large scale events during the pandemic of Covid-19 and all other health and safety measures enforced by local government in that period.

In case that the current situation regarding the Covid-19 pandemic changes, participants will be informed on time and new dates will be announced.



Contact information

For planning of your travel and arrival you are directed to contact with project team by using the mail address. Daniel Medeiros is the person in charge of logistics of the project and his phone is below.

In case of any problem during your travel or if you need any further information please don't hesitate to contact us!

Official project contact e-mail: vis@youth-power.org

Person in charge of logistics: Daniel Medeiros (+49 176 4333 0623 – WhatsApp, Viber, Telegram)

**Please for applications use the contact mail address. Contact phone is to be used during the event.*



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Agenda of the Training Course “Volunteering is Strength”

	28.07.2021. Wednesday	29.07.2021. Thursday	30.07.2021. Friday	31.07.2021. Saturday	01.08.2021. Sunday	02.08.2021. Monday	03.08.2021. Tuesday	04.08.2021. Wednesday	05.08.2021. Thursday
08:30 – 10:00	A R R I V A L	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
10:00 – 11:30		Setting the scene (Intro)	Volunteering in your country	Intro to Volunteers management Puzzle	Puzzle 2: Design quality volunteer programme	Puzzle 3: Developing infrastructure	Puzzle 5: Training and orientation	Challenges and best practices	D E P A R T U R E
11:30 – 12:00		Coffee break	*30 min coffee break in the middle of the session	*30 min coffee break in the middle of the session	*30 min coffee break in the middle of the session	*30 min coffee break in the middle of the session	*30 min coffee break in the middle of the session	Coffee break	
12:00 – 13:30		Expectations; Youthpass						Personal commitments	
13:30 – 15:00		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
15:00 – 16:30		Group building; Group agreement	Intro to volunteering (values, principles, etc.)	Puzzle 1: Organisations' needs analysis	Visit to local NGOs	Puzzle 4: Attract and recruit volunteers	Puzzle 6: Support and supervision of volunteers	Learning reflections and Youthpass certificate	
16:30 – 17:00		*30 min coffee break in the middle of the session	Coffee break	*30 min coffee break in the middle of the session		*30 min coffee break in the middle of the session	Coffee break	Coffee break	
17:00 – 18:30		Welcome activities	Volunteer rights and responsibilities				Puzzle 7: Retain of volunteers	Evaluation	
18:30 – 19:00			Daily reflection	Daily reflection	Daily reflection	Daily reflection	Daily reflection	Daily reflection	
19:00 – 20:00	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	
21:00 – 00:00	Welcome evening	Intercultural evening		NGO fair	Night in town			Farewell party	