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*This project is funded by the European Union.*

# TC “HandinHand: Learning through Volunteering”

## INFOSHEET



Training course:

**“HandinHand: Learning through Volunteering”**

14.08. - 22.08.2021.

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 expect you on 14th August 2021 in the afternoon (between 14:00 and 16:30). The welcome program will start at 17:00, and dinner will be served at 19:00.

The departure is envisioned for the morning of 22nd August 2021, after breakfast.

**Participants are expected to attend the full duration of TC (14th August – 22nd August 2021).**

### **How to get here**

For all information about booking your tickets and coming to Split, you should contact **Daniel Medeiros** – in charge of project logistics, by using an official project email (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 on 14th August and stay until breakfast on 22nd August when choosing your arrival/departure times. Please confirm your participation and send us your planned travel details in the 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 (by Distance Calculator | Erasmus+), the preferable means of transport are land transportations, such as train and bus. If another means of transport are selected for such travels, e.g. airplane, those will be reimbursed 60% of airfare, in accordance with the principle of environmental awareness and protection.

Participants must keep all travel documents (tickets, travel agency invoices and boarding passes) as organizers are able to make any reimbursement only based on presented documents!



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The travel reimbursement will be done by bank transfers **after** you return home and send us the **ORIGINAL** boarding passes and tickets (and after you submit/send us the filled in evaluation forms of the training course) or in **cash** if you have all tickets at the spot. When you are buying a ticket, ask for an 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 ( $A \Rightarrow B \Rightarrow A$ ), 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 **14th August – 22nd August 2021**, please inform us in advance so that we can approve your tickets and travel costs. Also, if you travel from elsewhere than the town and country of the sending organization partner in this project, please, inform us, as we need to approve it as well. Thanks a lot in advance!

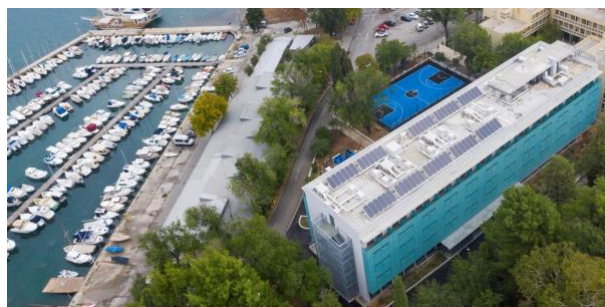
**Practical information**



The currency unit 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 in 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 the Student dorm „Bruno Bušić“ in Split.

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 Wi-Fi connection and air-conditioning.

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





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### **Some things you should bring...**

In order to organize a special evening and some tasty intercultural learning, you are very welcomed and invited to bring some specialities from your country or region (food, drinks, candies... ). Music, games, photos and others 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 organized 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.

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



### **Contact information**

To plan your travel and arrival, you are directed to contact the project team using the mail address. Daniel Medeiros is the person in charge of the 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 email:**

[handinhand@youth-power.org](mailto:handinhand@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.*

## Agenda of the Training Course

### “HandinHand: Learning through Volunteering”

	14.08.2021. Saturday	15.08.2021. Sunday	16.08.2021. Monday	17.08.2021. Tuesday	18.08.2021. Wednesday	19.08.2021. Thursday	20.08.2021. Friday	21.08.2021. Saturday	22.08.2021. Sunday
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)	Intro to volunteering (values, principles, etc.)  *30 min coffee break in the middle of the session	Non-formal education  *30 min coffee break in the middle of the session	Relevance of NFE for volunteering  *30 min coffee break in the middle of the session	How can we support volunteers and their learning process?  *30 min coffee break in the middle of the session	Incorporate NFE in monitoring and evaluation of volunteers	Youthpass and learning reflection  *30 min coffee break in the middle of the session	
11:30 – 12:00		Coffee break					Coffee break		
12:00 – 13:30		Expectations; Group building					Challenges and best practices; Personal commitments		
13:30 – 15:00		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	
15:00 – 16:30		Youthpass; Setting learning objectives  *30 min coffee break in the middle of the session	Volunteering in our countries  *30 min coffee break in the middle of the session	Experiential learning	FREE AFTERNOON	Incorporate NFE in volunteer programmes  *30 min coffee break in the middle of the session	Erasmus+ opportunities  *30 min coffee break in the middle of the session	Consultation/Open Space	
16:30 – 17:00				Coffee break				Coffee break	
17:00 – 18:30	Welcome activities	Learning styles in NFE		Evaluation					
18:30 – 19:00		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	