

# "VOLUNTEERING – FROM PASSION TO IMPACT"

## TRAINING COURSE

**BERLIN, GERMANY**  
**3.12 - 9.12. 2024**

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**Training course will be based on methodologies of learning-by-doing / experiential learning, whereas participants - youth workers will have a chance to practice and get feedback on their style and approach as educators and developers of e-learning/online learning courses.**

## **What will the tc look like?**

This training course is focused on basics of volunteering and understanding on how to develop and manage programs for volunteering. Participants will develop their understanding and knowledge on volunteering and existing volunteering opportunities in their local communities and as part of Erasmus+ programme and ESC. Furthermore, they will develop knowledge and skills for developing volunteering activities based on the real needs of the local communities, will learn how to recruit, educate and support volunteers; and how to evaluate and further improve programs and activities for volunteers.

## **Requirements for possible applicants**

It's required that participants are part of local organisations, which will be used as case studies throughout the program of the event; for development of practical plans of volunteering activities and/or programs that can be implemented on level of participants' organisations.

As part of preparatory activities, participants will be obliged to finish online learning course and do preparatory research/analysis of country realities.

## **Pre-training course tasks for participants / preparation for the training course**

- To present the main activities and projects of their organization, and also to share some examples of good practice.
- To go through preparatory online course, including practical assignment of preparatory research/analysis of country realities

## **Objectives**

- To raise understanding and knowledge of participants on volunteering in their local communities, existing volunteering opportunities and legislations.
- To raise level of knowledge and skills of participants on developing local level volunteering activities within their organisations and their local communities, based on: the needs analysis, strategies for recruiting, educating and supporting volunteers, supporting and providing supervision to volunteers, and evaluating volunteering programs.
- To develop and further improve knowledge of participants about Erasmus+ program and ESC, as well as about the Youthpass and recognition of learning through models of key competences.

Participants are expected to attend the full duration of the TC  
(3rd - 9th December 2024)

All participants will be accommodated at **Jugendherberge Berlin Ostkreuz**

Marktstraße 9-12

10317 | Berlin, Germany

Tel. +49 (0)30 20050920

Email: [info@jugendherbergeberlinostkreuz.de](mailto:info@jugendherbergeberlinostkreuz.de)

WEB: <https://www.pegasushostel.de>



We are expecting you on the 3rd of December in the afternoon. The start of the welcome Program will be announced based on arrival time of the participants (usually after dinner) and dinner will be served at 19:00. The departure is envisioned for the morning of the 9th December 2024 after breakfast.

All participants will be accommodated in **JH Ostkreuz**, located in the trendy district of Friedrichshain, close to many of the main sights such as Alexanderplatz in Berlin Mitte, the East-Side-Gallery and near the stop Ostkreuz, a central Station connected to all the main spots in the city. Subway, trains and Trams are well connected. Our hostel is an ideal starting point for exploring Berlin. It is very well connected to the city center by metro and day and night buses, so it is easily accessible for everyone. It also has a nice garden area.

Participants will be placed in rooms of 3 to 4 beds (in rooms there are bunk beds). Please note that you should bring your own towels (bed sheets are included).

Breakfast, lunch and dinner will be served daily at the residence and the schedule will be agreed with the trainers.

The Training Course will be held at the residence.

If you arrive before check-in it is possible to leave the luggage in a storage room.



For all information about booking your tickets and coming to **Berlin**, you should be in contact with Veronica Braccacini – in charge of project logistics, by using the 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.\*

Travel costs will be reimbursed **only for the cheapest way of transport** and for the return tickets. Travel expenses are covered by the organisers 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, ferry, carpooling, NOT taxi).

For distances, less than 500 km one way (by 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.

**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 3rd - 9th December 2024, please inform us in advance, so we can approve your tickets and travel costs.**

P.S. AT PURCHASING YOUR TRAVEL TICKET, PLEASE ASK FOR THE INVOICE!

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!

A detailed guide to reimbursement will be provided.

**\*Sustainable means of transport (green travel) is defined as the travel that uses low emissions means of transport for the main part of the travel, such as bus, train or carpooling.**



Travel budget calculation is based on the distance between your starting point and the venue of the Program:

10 -99	km	28€ / 56€ green option
100 - 499	km	211€ / 285€ green option
500 - 1999	km	309€ / 417€ green option
2000 - 2999	km	395€ / 535€ green option
3000 - 3999	km	580€ / 785€ green option
4000 - 7999	km	1.188€
8000 - more	km	1.7350€

The distance must be calculated according to the official Erasmus+ distance Calculator, which you can find at the following link:

<https://erasmus-plus.ec.europa.eu/resources-and-tools/distance-calculator>

## 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.
- Extra hand luggage can be covered if within budget (make sure you send a plan before purchasing, as some extra fees might be applied by some airlines).
- We can't cover travel agencies' fees. Travel agencies invoices for the tickets won't be accepted for reimbursement.
- We can't reimburse taxi; only public transport and carpooling will be covered.
- You can arrive maximum 1 day before the activity and depart maximum 1 day after if you want to spend more time in Berlin on your own. In that case, travel expenses must stay within the agreed budget, while accommodation on the extra days is not covered. For green travels, participants can have up to 4 additional travel days.

The travel reimbursement will be done by bank transfers only, 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).



**YOUTH POWER**  
Germany

For planning your travel you are directed to contact the project team by using the mail address.

Veronica Braccacini is the person in charge of logistics of the project.

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

**PROJECT E-MAIL  
LOGISTIC COORDINATOR**

**projekt06@yp-de.org  
Veronica Braccacini**

## Partners



 **Youth Power Austria**



 **Fucina Salentina**



 **Sempre a Frente**



 **Asociacion Europlus**



 **Tavo Europa**



**Co-funded by  
the European Union**