

Project title: Act to activate
Number: 2017-1-PL01-KA105-037162

ABOUT THE PROJECT:

Our European voluntary service project „Act to activate” will take place in Cracow. It will last 18 months but the activities of volunteers will last 10 months - starting in September 2017 and finishing in June 2018. The volunteers from Bulgaria, Spain, Georgia, Serbia, Russia and Macedonia will take part in the project. 6 young people will work in 3 Cracovian workplaces: Centre for Autism, Special School nr 11, Pre-school and school complex nr 11.

The project has 3 main goals: 1) supporting the host organizations in daily work with children and youngsters and also with the students with special needs. 2) supporting the mobility of young people and developing the multicultural dialog. 3) improving the sense of initiative.

The volunteers' work in the hosting organisations for children and youngsters will support the idea of the schools as well as contribute to development and improvement the key competences and new skills for themselves, which will help them in the labour market.

In SOSW Centre for Autism there will be 2 volunteers, who are going to work with children and youth suffer from autism and related disorders. The centre leads the kindergarten, primary school, junior school and the school providing preparation for work and boarding school. The volunteers will support the pedagogues, therapists in the daily collaboration with youth.

In the Special School nr 11 will be working 2 volunteers with children and youth with multiple disabilities. The complex of the school consists of primary school, junior school and the school providing preparation for work. The volunteers will support the students and the teachers during daily work in the school and after school.

The role of volunteers in the Pre-school and school complex nr 11 the task and role will be support students and teachers of Primary School in their activities, assistance in events and projects in schools, support playroom and school library.

The support the mobility of young people and the multicultural dialog will be second goal of the project. The volunteers will promote the projects dedicated to youth in the framework of the EU funds (e.g. Erasmus+) and they will also focus on advertising the European voluntary service as the unique opportunity for getting to know other cultures and gaining the precious experience that will help in their further career. During the project, the volunteers will learn how to use the various media to promote the activities, they will organise the International Volunteer Day, will take part in the Mobility fairs or other initiatives that promote the international projects of youth.

The last aim of the project “Act to activate” is improving the sense of initiative. Our volunteers will organise on their own mentioned events which are promoting mobilities. They will also co-work with 3 various sectors (business, NGO and governmental institutions). All participants will have a chance to check themselves in various roles such as: leader and team member.

By assisting in the workplaces and by preparing own initiatives, the volunteers will acquire competences such as: work in multicultural team, leading the project (starting from the idea to carrying this out), managing the time, managing own budget and project's budget or using the media.

The participants of the project “Act to activate” this means volunteers, partner organisations and chargers in the workplaces will gain new intercultural experiences. They will have a chance to lead the multicultural dialog, strengthen the links, building the environment based on the tolerance, acceptance that do not exclude but include.

Information for sending organizations and volunteers

Project Dates: 01/08/2017 – 31/12/2018

Volunteer activity dates: 01/09/2017 - 30/06/2018

Volunteers :

- **Zespół Szkół Specjalnych nr 11 in Krakow (Special Educational School No 11)** – 2 volunteers, one from Russia, one from Georgia
- **Zespół Szkolno-Przedszkolny nr 11 (Local Primary School)** - 2 volunteers, one from Serbia, one from Macedonia
- **SOSW Centrum Autyzmu i CZR (Centre for Autism)** – 2 volunteers, one from Bulgaria, one from Spain

Host Organizations:

1) Zespół Szkół Specjalnych nr 11 in Krakow (Special Educational School No 11)

link to database: https://europa.eu/youth/volunteering/organisation/944406939_en

Organisation description:

Volunteers will assist teachers and therapist at Special Educational School No 11, working with children and youth with diversified types of mental and physical disability. School has two branches consisting of primary school, secondary school and vocational school. Both branches address their offer to the mentally and physically challenged students. During various classes pupils learn how to deal with the daily life and overcome upcoming obstacles.

Volunteer's activities will be adjusted to one's profiles and fields of interest, thus the project will result with high satisfaction of achieved learning outcomes. During the project volunteers will acknowledge various methods of therapy and working with disabled, will receive practical experience in daily assistance of disabled in the hosting organisations, will realize their own projects and will significantly increase their cross-cultural competences. Volunteers will be helping in educational process with supervision of teachers; usually our volunteers help in feeding our disabled students, support them during lessons and activities; help teachers prepare lessons and educational materials, care for order and cleanness in the school.

Volunteer profile:

Experience in work with children and youth will be an additional asset, however it is not compulsory. Good communicational skills are also an additional asset because the project is based on communication with other people. All creative skills - artistic or motor skills – can enrich the project. The same relates to computer skills. Volunteers should be open-minded and sensitive towards needs of others.

Due to the nature of the target group and special focus on work with children/young adults with disabilities, volunteer should not be afraid of disabled kids/youngsters and their reactions.

2) Zespół Szkolno-Przedszkolny nr 11 (Local Primary School)

link to database: https://europa.eu/youth/volunteering/organisation/946650743_en

Organisation description:

It has been operating since 1979 and currently has become an educational facility for over 600 students aged from 5 to 13. School is completely equipped with computer classes, internet access, two daycare centres, canteen, gym, library, playground and a garden. School aims to ensure safety of our students and provides support of doctors, stemmatologists and nurses. Our school is open from 7 am to 5 pm. The youngest students are having their classes in a school's branch 100 meters from the main facility.

Our School is a place where children feel welcomed and safe. We strive to create a sustainable conditions for intellectual and emotional development of our students.

Volunteer's activities:

Main task of the volunteer will be the support of pupils and teachers in various activities. The volunteer will be actively involved in daily school life, while promoting European citizenship, tolerance and positive attitude towards new cultures, languages and the idea of voluntary work. The activities and the schedule are flexible and will be adapted to one's interests. Further tasks: Participating in teachers activities and organizing activities and workshops for children in the day care room (educational games, sport activities, music, theater etc.) participating in excursions and different school trips and helping pupils with homework. Volunteer is obliged to write shortly reports/ notes describing their EVS experience.

Volunteer profile:

The most important thing for us - are interests of volunteers, their willingness to work and motivation. We would like to host volunteers who are open, empathic and kind, ready to learn Polish, ready to work with children and willingly take part in various activities during the day.

3) SOSW Centrum Autyzmu i CZR (Centre for Autism)

link to database: https://europa.eu/youth/volunteering/organisation/938682387_en

Organisation description:

Centre for Autism is working with autistic kids and youngsters with emphasis on social skills development. It consists of kindergarten, primary school, secondary school and vocational center.

Age group: 4-25

Volunteer's activities:

One of the core activities is the assistance during the classes and the support teachers and therapists. Volunteer will help students with manual activities, communicating with them verbally and non-verbally and actively facilitating the learning process and development of independent living skills of participants. Volunteer will be asked to help during feeding and taking care of personal hygiene of students. He/she can take part in additional activities for students, music, art or animal therapy, various city trips or organizing own workshops within the After Lessons Club. The schedule is flexible and will be arranged together. He/she will receive specific knowledge and trainings about autism, developmental disabilities and alternative system of communication.

Volunteer profile:

Previous experience in working in the field of supporting persons with autism is not required, though it would be additional asset. The candidate for this position should not be afraid of behaviours of people with disabilities and aware of its specifics. The person is expected to be reliable, responsible and self-organized.

INSURANCE:

- a) Please consider that SO have to organize CIGNA insurance for volunteer. Volunteers have to be acquainted with insurance rules before/after arrival.

TRAVEL COST:

- Please consider that we can use **only the cheapest way of transport: by plane, train or by bus.**
- Remember please that **you can spend money on tickets 1 month before start of volunteer activity**, not earlier.
- Please keep original tickets/invoices/boarding cards as they are needed for reimbursement purposes (after your arrival volunteers have to give all documents to project coordinator).
- Please make sure that travel documents include date of purchase as well.
- Please send us the approximate cost of transport to Krakow and from Krakow and please **do NOT** buy tickets yet, because there is possibility of delay in activity dates.
- As soon you know your arrival date/time inform us so we can arrange picking you up from airport/station

Country	Travel budget for a <u>round trip</u>
Macedonia	275 EUR
Serbia	275 EUR
Russia	275 EUR
Spain	360 EUR
Bulgaria	275 EUR
Georgia	275 EUR

VISA COSTS:

- Coordinating and sending organizations will provide invitation and required documents for visa procedure. **Details will be discussed individually.**
- Volunteer is obligated to collect all original bills, invoices as they are needed for reimbursement purposes (after your arrival volunteers have to give all documents to project coordinator).

Country	Visa costs
Macedonia	120 EUR
Serbia	120 EUR
Russia	120 EUR
Georgia	120 EUR

INFORMATION ABOUT LIVING CONDITIONS:

Food:

Volunteers will get money for food every month from coordinating institution (around 350 PLN) + there may be a possibility to eat meals in host institutions.

Volunteers have to do grocery shopping and cook for themselves, or eat out (more expensive option)

Accommodation:

- Volunteer will be accommodated in a room in rented flat (in most cases shared with another volunteer the same sex) with access to kitchen and bathroom.
- Volunteers will share a flat together, they usually have double rooms.
- Flats are furnished and equipped with pillows, duvet covers, pillow cases and washing machine.
- Internet connection /Wi-Fi is not provided, however it is possible to arrange it (prices vary from 15-30 PLN/monthly per person).

The practical arrangements (working hours, days off, holidays):

- Each volunteer will work from Monday to Friday, 30 hours per week, that is, **no longer** than 6 hours a day. Usually from 9 a.m. to 3 p.m
- Volunteers will have 2 days off per month (altogether 20 days throughout the project, which can be taken off monthly or all together for a bigger holiday). In all cases volunteers **have to** inform their hosting organization/ coordinating organization about their whereabouts.
- All polish holidays are also free for the volunteer.

Pocket money:

Volunteer will get pocket money every month - 85 euro (in Polish zlotys PLN).

Money will be transferred every month to volunteers.

Bank account:

We organize for every volunteer Polish bank account after arrival and money (pocket money/food allowance) is transferred to that account.

Local transport:

Volunteer will get monthly ticket for trams and buses in Krakow (including the workplace to the residence, the whole city, night buses). **INFO:** Please remember to take small photo which is needed to local transport ID.

Language support:

Language support will be arranged by coordinating institution. Course will be held by professional Polish as a foreign language teacher. Duration of the course depends on the length of the project. As a coordinating organization, we will provide other opportunities to practice Polish (tandem meetings etc.).

Besides regular classes volunteer will be obligated to fill up test on OLS platform (system provided by European Commission) in the beginning and in the end of the project activity.

YouthCard:

It is a special edition card dedicated to people who participate in European Voluntary Service. It gives an opportunity to travel/ try out new things – all this the cheapest possible way. The card has to be given to all volunteers up to the age of 30, and is valid for one year (or until the last day before the volunteer's 31st birthday).

IB Polska facebook group for volunteers:

<https://www.facebook.com/groups/352051428274265/>

IB Polska volunteers blog:

<http://ib-polska.pl/youth/>

Weather in Poland/Krakow:

As the weather here can be quite unpredictable, to get the best out of your Polish experience it is important to include both an umbrella and sunglasses, necessary equipment all year long, so warm clothes for winter time and some things for summer time.

During the autumn and spring the weather is often changeable – you are likely to enjoy moderately warm temperatures from April to June and from September to October, but it is also possible to see snow in April or people wearing short-sleeves in October. The weather in Poland is also characterized by transitional periods between the four seasons of the year.

Mentor:

The coordinating organization provides the volunteer with a mentor's support who will help the volunteer set learning goals and together they may evaluate them after the project has finished. Also, the mentor can help the volunteer with emergency situations, such as going to the doctor.