

**T.C.
MALKARA
MUNICIPALITY**



**EUROPEAN
VOLUNTARY
SERVICE
EVS – 2017 /2018**



**İnfo Pack
Malkara, Tekirdağ ,Turkey**

**Dear Sending Organization;
Dear Volunteers;**

As long as you read this info pack, you will reach everything that you need to know about our EVS

Project. Firstly we are very pleased with the your participation decision to this Project and that's why we will do everything we can to make a warm welcome for you ☺

If you have any questions , you can contact with the following communication tools without any hesitation.

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Hope to discover in pleasure!

DESCRIPTION of THE PROJECT

Bringing volunteers qualification, new information and skills, powers/non-formal education as using activities within the planned projects is main aim of Malkara Municipality that is sending, hosting and coordinating organisation in the working life of the direct and indirect participants.

Preparing the necessary environment for volunteers, providing traditional recovery and discovering new rituals, learning foreign language, communication, teamwork which is important for personal development:

- *Opportunities to acquire knowledge and competence
- *Building communicate and working ability to work with disadvantaged people
- *Gaining language skills and reading and writing Turkish
- *Team working skills
- * Bringing new innovations to work with young as using new methods
- *Gaining new friendships
- * Exploring the traditions and habits of a new culture.
- * Learning in natural areas of Malkara and Turkey
- * Social and international capabilities
- *Taking responsibility for disadvantaged groups

DEFINITION of SERVICE

The proposed activities in project create value for volunteers to participate in more specific sub-activities according to their own interests and abilities.

we are working in three areas (entertainment, education, and practice) for accomplish the main goals and being able to engage in sub-actions.

- * Support for disadvantaged groups
- *The promotion of activities / Volunteering
- * The sensitivity of the topic, formation of practical application, the development of the information field
- * Building their autonomy of volunteers
- * Giving a new way of life for volunteers
- *Equipment with concepts of self-confidence and individuality
- * Provision of Education and training opportunities for young people interested in the social field
- *During the Project volunteers will work together Turkish consultants

DEVELOPMENT OF ACTIVITIES

A- WORKSPACE AND CONTENT

The aim of the project is to carry the works which are conducted in the body of Malkara Municipality into the international platform with EVS and to provide them with European interaction so as to support the local people especially needy children, women, youth who are culturally and economically deficient and to increase the possibility of them to take part in social life. It is aimed to increase the welfare level and to support rural and social development by perpetuating the social studies focusing on children, women and youth; also, by promoting the participation of the Roman people in social life, who have inadequate opportunities. For this reason, ateliers, self-development programs and education courses and activities are organised in the body of municipality. With the project presented, it is planned to involve 2 volunteering participation in the 6 months process for the purpose of diversifying the project with volunteers; cross-culture education; making the good methods and practices feasible. Works that will be done within the context of project are conducting studies and works based on voluntariness in order to promote children, women and youth participation in social life with the ateliers in Academy. In Academy, there are ten different free courses and workshop options. These are music; painting; sewing; ballet; intelligent games; language courses; educational courses; jewelry design; chess and drama. Apart from these, in accordance with demands, new courses and workshop fields are to be opened. Volunteers will take part in works which involve sharing necessary information about intended population, planning practices, guiding intended population which contains children, women and youth, designing new ateliers, planning social and massive activities by working with professional educators. With this project, sharing information and experiences among countries, European interaction of project and forming associations will be encouraged. For this purpose, volunteers will be in charge of conducting self-improvement studies which last one hour between 10:00 and 17:00 on each weekday in the Academy

B- SOCIETY

Training

Monitoring and Prevention

Meetings with students (public domain) / presentations, discussions, workshops

Formal Education- Non - Formal Education / Rights and obligations of volunteers , the sending and the hosting organization- complying with the requirements of EVS

C- ENTERTAINMENT / PERSONAL PROJECTS

This project will provide the necessary facilities to present a personal project. During the EVS volunteers will contribute to the promotion of the host country by using their creative and innovative ideas. Festivals and traditions will be held at In the main building (Malkara Municipality) and additional service building (Malkara Municipality Academy)

PRACTICAL ARRANGEMENTS FOR THE VOLUNTEERS:

Firstly; After arrival, organization is required to make disclosure to incoming volunteers about accommodation, meals, spending hours and program activities, holidays, , weekends-related Duties and responsibilities.

Accommodation and food:

Volunteers will stay in apartments equipped with 2 bedrooms, kitchen and bathroom. Pocket money (80 euro for each volunteers) will be given at the beginning of each month. 170 euro for each volunteers will be given for their food expense at the beginning of each month.

Or according to their demands we will make a deal with a restaurant for three meals a day for them. When the deal is made with restaurant, food expenses won't be given.

Working Hours:

Volunteers shall conduct the planned activities for a period of 6 hours per day and 5 days per week. The lunch break hours are flexible.

Local Transportation:

The need for public transport will not be required. If transportation needed in any case, these facilities shall be ensured by the organization. Volunteers will be taken from the airport by the officers of the organization.

Foreign Language Support

During the EVS volunteer will provide an opportunity to study Turkish language by Malkara Municipality.

Mentor:

All volunteers will have the opportunity to receive support and assistance by the mentor. The mentor is responsible for providing personal support to the volunteers. Possible psychological and pedagogical assistance will be provided during and after the crisis. Communication between the volunteer and the organization will be provided by mentor. Mentor will come together twice a week for sharing with volunteers of concerns, problems, expectations, results, achievements and joys. The mentor will help you properly to the needs of the volunteer. Volunteers will receive support from the manager of the organization

ACTIVITIES

Volunteers tutorial activities, education services will participate. Their role shall be consistent with the opportunities and responsibilities of them. volunteers will always be managed by the mentor and project officer. Volunteers will have the opportunity to present their own country and culture by using , food, exhibits, slide show that prepared by volunteers. With the project presented, it is planned to involve 2 volunteering participation in the 6 months process for the purpose of diversifying the project with volunteers; cross-culture education; making the good methods and practices feasible. Works that will be done within the context of project are conducting studies and works based on voluntariness in order to promote children, women and youth participation in social life with the ateliers in Academy. In Academy, there are ten different free courses and workshop options. These are music; painting; sewing; ballet; intelligent games; language courses; educational courses; jewelry design; chess and drama. Apart from these, in accordance with demands, new courses and workshop fields are to be opened. Volunteers will take part in works which involve sharing necessary information about intended population, planning practices, guiding intended population which contains children, women and youth, designing new ateliers, planning social and massive activities by working with professional educators. With this project, sharing information and experiences among countries, European interaction of project and forming associations will be encouraged. Volunteers will work 6 hours per day including meeting with mentor and language courses 5 days total 30 hours per week.

WORKING METHODS

Games, observation, discussion, presentation, demonstration, practice

RESPONSIBILITIES OF THE HOST ORGANIZATION

- *Offering and providing quality and administrative cooperation for facilitate the implementation of the project to all project partners,
- *Preparation of necessary documents,
- *Informing to the volunteer about pocket money,
- *Providing inter and final evaluation meetings,
- *Being given the assurance of the continuity of the execution of the activities,
- *Helping to solve problems
- *Supporting such as insurance, visas, residence permits for the volunteers,
- *Providing the necessary support for the solution of the problem to volunteer in the event of crisis.
- * Regulation the role of volunteers of activities(setting time and date of activities)
- * Provision of accommodation and language courses for volunteers
- * Retention and sharing of knowledge between sending and host organisation about the project

RESPONSIBILITIES OF THE SENDING ORGANIZATION

- * Preparing all the necessary documents before departure
- * Giving information about the host country culture and traditions
- * Provision of information and documents about EVS
- * Providing training for intercultural issues, working method (intercultural training), rights and convictions of the period of volunteering
- *Making the reservation ticket for international travel of volunteers
- *Giving the required assurance before participation of volunteers (being done with cigna called insurance)
- *Supporting such as visa and security of volunteers
- *Being in contact with host organization and volunteers before, along and after project
- *Providing support in crisis situations and in solving problems
- *Supporting to create a personal project of volunteer after project

RESPONSIBILITIES OF THE VOLUNTEERS

- * Participation in profitable activity
- *Being aware of the importance the project for himself and local communities
- * Participation in the their responsible activities
- *Getting involved actively in every step of the project to completion of EVS project
- * Attendance to all training sessions
- *As part of the reconciliation rules, following the rules and methods of host organization
- * Before coming to the host country, attending informal a language course
- *Supporting the mentor and partner organization (host organization)

EXPECTED RESULTS

- *Implementing the EVS project successfully
- *Providing national and international visibility and importance of project
- *Achieving cultural change in the form of formal education
- *For hosting and sending organizations, obtainment skills and knowledge in different fields
- * Understanding principles and implementation of EVS
- *Increasing personal development

- *Increasing the motivation of the local population
- *Within the scope of transparency
- * Increasing the awareness of volunteerism at the local and international levels
- *Finally having a good time 😊

VOLUNTEER PROFILE

Volunteers must be ambitious and motivated individuals who want to show their knowledge and skills. They must consider teamwork. It is important to have interest in fine arts. (If possible) It is necessary to know a little English.

HOSTING ORGANIZATION

Our organisation (Malkara Municipality) has been government agency by working municipality of town since 1923. It is located in Malkara that district of Tekirdağ Province in East Thrace, the European part of Northwestern Turkey. Our casework are local development, cooperation, youth studies and activities of children, women, old and handicapped people.

FIELDS OF ACTIVITY OF MALKARA MUNICIPALITY:

- Providing cooperation between public sector, private sector and NGO and improving cultural of Corporation.
- Organizing activities to enhance competitiveness, increase innovative capacity and accelerate social development.
- Analyzing, preparing studies and strategies, investigating and examining to increase top-level domains and efficient.
- Being a model to provide quality service to local community for another institution and organizations.

Malkara Municipality established Project department is depend on Strategy Development Department in Malkara Municipality for execution of social responsibility projects, identifying needs, planning the city council and planning youth works.

Increasing social participation of especially underprivileged individuals, increasing social activities for local community and applying grant programme of local, national and international Project.

A city council has been organized for youth, women, disabled people and children to participate in local decision-making mechanism, plus; all the works are supported by the municipality. By municipality of Malkara, social projects and domains are created with the aim of supporting involvement of especially local youth, children, women and handicapped people into social life and their self-improvements. In accordance with this purpose there is an experienced crew about project preparation and implementation in the foundation. Within the body of municipality there is an Academy and a Women Social Life Center. Our activities which have focused on youth are conducted in these two building. In the Academy approximately 25 free training courses and workshops activities in twenty-five different brunches are being carried out. These brunches are vocational training , entrepreneurship:, sports workshops , pilates, scouting, English (children), English (adult), computer management, chess, college prep seminars, handicrafts(painting, pencil drawing, design of hair felt, homemade soap, scented stone production and presentation, patchwork, needlework, furnishings, beauty and hair care), music lessons (guitar, violin, piano), drama, mind games, folk dances additionally in the direction of new demands by opening new workshops and training courses all demands are planned to be met. With the Women Social Life Center by providing a system which serves for women to attend in their leisure and to become socialized, women's

involvement in social life are supported. With the projects that are improved for youth, their social and self improvements are supported. Besides with works of green consciousness, protection of historical heritage, informing and awareness all demands are responded through the slogan of "Yaşanabilir (Liveable) Malkara". For the activities of Academy and Women Social Life Center by asking for local volunteers' support, sense of belonging is trying to be planted. By conducting all necessary works of awareness so as to support youth's work and especially participation of youth who have focused on city council and youth council in democracy, it is aimed each passing day not only that youth take part in every decision-making-mechanism actively but also that with social responsibility, willingness increases. As municipality of Malkara, we have a lot of project experience about democracy, participation, environment, recycling, free social activities, training courses focusing on self and social improvement, seminars, concerts, festivals.

CONTACT

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PREVIOUS INTERNATIONAL PROJECT EXPERIENCE:

2015-2-TR01-KA347-023802 Youth in Local Election!

INFORMATION ABOUT TURKEY

Turkey, located at the crossroads of Europe and Asia, is synonymous of both Asia Minor and Anatolia which are the melting pot of western civilization. Here were born or extended numerous great civilizations which have left their marks through ancient sites full of archaeological wonders, through prestigious cities, or through great names and events of history of which I will only quote a few examples:Troy, the mythological city of Homer the legendary poet that seven ancient Greek cities, including Smyrna (Izmir), claimed to have been his birthplace; Herodotus, the Father of History, lived in Halicarnassus famous for the Mausoleum which was destroyed by the Frankish knights and which was, with the Temple of Artemision, one of the Seven Wonders of the World; Phoecea which gave its name to the city of Marseille in France; the Phrygians who are the origin of Marianne's red cap which is the symbol of liberty and the French Republic; Sardis, where wealthy King Croesus' gold-bearing Pactolos stream flows; Pergamum, where parchment was invented; Zile, where Julius Caesar said these famous succinct words " Veni, Vidi, Vici"; cherries, named after Cerasus (Giresun) a city on the Black Sea Coast, were introduced to Europe by the Roman general and gourmet Lucullus; Antioch, where the Jewish disciples of Jesus were called "christians" here for the first time; Tarsus, the birthplace of St Paul who wrote the famous Epistles to the Galatians and to the Ephesians; St Nicholas, bishop of Myra, who is the origin of Santa Claus; for a same city, three names that make one dream: Byzantium, which became Constantinople the capital of the first Christian Empire under Emperor Constantine the Great and where Emperor Justinian erected imposing Haghia Sophia, and İstanbul, the city of the mosques, palaces and fabulous treasures, sultans and mysterious harems; Atatürk who made Turkey a modern and the first secular Moslem country, where women were

granted the right to vote in 1930 and to run as a candidate in 1934, a long time before some European countries...

Turkey has an imposing nature and sites such as the unique landscapes of Cappadocia or Pamukkale. Turkey means the sun, the sea and its beautiful beaches, leisure and sports that are other sources of joy and pleasure.

Turkey is also the warm hospitality of the people, a delicious cuisine and so many other things that will make you live privileged moments.

Turkey awaits you and wide opens its doors behind which you will discover the many facets of a country which is still ill-known and which should be judged at its real value.

Each one of you will find the perfect way or the ideal place for a cultural

Holiday or simply for relaxation and change of scenery .

Do not hesitate any longer. Do come, you are most welcome!

VIDEO ABOUT THRACE REGION AND TURKEY



<https://www.youtube.com/watch?v=MDxjrp5lkiY>

<https://www.youtube.com/watch?v=jjlKMI90iM>

<https://www.youtube.com/watch?v=q2lt7grDN2Y>

<https://www.youtube.com/watch?v=ZCV6qMBxc-w>

<https://www.youtube.com/watch?v=5e1NQb80xOA>

