



Cofinanciado por el
programa Erasmus+
de la Unión Europea



Erasmus+ Programme
European Voluntary Service project

Activity Agreement

A. Partner names and division of responsibilities	
Project details	ALJARAQUE SE MUEVE CON EUROPA Ref: 2017-2-ES02-105-009721
Coordinating and hosting organisation	AYUNTAMIENTO DE ALJARAQUE- ÁREA DE JUVENTUD Huelva -Spain http://www.ayto-aljaraque.es/es/ erasmus@ayuntamientodealjaraque.es Tel +34607860153 EVS Contact Person: Juan Portela Rodríguez
Sending organisation	
Volunteer:	
Project dates:	01/08/2017
Activity dates:	15/10/2017 to 15/06/2018 (8 Months)

B. Division of rights and responsibilities among organisations and volunteer	
Coordinating and Hosting Organisation	<ul style="list-style-type: none"> • To bear financial and administrative responsibility for the entire project towards the National Agency. • To coordinate the project in cooperation with the Sending Organisation. • To distribute the EVS grant between the partners and the volunteer. • To assure a transparent preparation of the volunteer, the Coordinating and Hosting Organisation can require a full justification of the sending activity costs (bills, invoices etc). • To ensure that the volunteer attends the full EVS Training and Evaluation Cycle, including the on-arrival training and the mid-term evaluation taking place in SPAIN. • To ensure, with the Sending Organisation, that the volunteer is covered by the mandatory EVS group Cigna Insurance plan. • To ensure travel arrangements in cooperation with the Sending Organisation and the volunteer.

- To ensure the availability for the volunteer of the authorised travel budget from the home address to the Aljaraque (Spain) with two stops maximum.
- To ensure the availability of return tickets from the Aljaraque (Spain) to the home address with two stops maximum, before the last two months of the activities period.
- Coordination can not afford travel costs if the booking is done without their authorization.
- To identify a qualified mentor who is responsible for providing personal support to the volunteer.
- To provide suitable accommodation for the volunteer, selected by hosting organization.
- To encourage contact with other EVS volunteers whenever possible.
- To transfer to the volunteer monthly pocket money and food allowance within the 10 first days of the month.
- To arrange language learning opportunities through Online Linguistic Support Platform (ONLINE LANGUAGE COURSE).
- To offer supervision and guidance to the volunteer through experienced staff and orientate the volunteer in the new working placement and duties after the arrival.
- To provide personal support to the volunteer by well integrating the volunteer in the organisation.
- To cooperate with the project partners, including conflict solving and crises management, and give regular feedback of the project progress with the to the Sending organization.
- To offer to the volunteer the opportunity to carry out a well-defined set of tasks (allowing some of the volunteer's ideas, creativity and experience to be integrated) identifying clear learning opportunities for the volunteer.
- To support volunteer in filling out the Youthpass certificate form for those volunteers who want to receive it at the end of their EVS Activity.
- Medical support (if is it needed).
- Issuing the Youthpass for the volunteer.

<p>Sending Organisation</p>	<ul style="list-style-type: none"> • To help the volunteer find and contact a Host Organisation. • To provide information about the Erasmus+ Programme and EVS as a non-formal learning possibility (including the Youthpass). • To ensure the participation of the volunteer in the pre-departure training course or organise preparation training/meeting for the volunteer. • To provide the volunteer with the EVS Information Kit (welcome letter, what to expect of the EVS, information about the Youthpass for EVS programs, information about the EVS insurance, letter of the EVS). • To provide adequate preparation (cultural, language, task related) for the volunteer before departure, according to the individual needs of the volunteer. • To inform the volunteer about the EVS group Insurance plan foreseen in the Erasmus+ Programme and give all the necessary information to the volunteer about the CIGNA procedures. • To sign up the volunteer at the CIGNA insurance platform and provide the Coordinating and Hosting Organisation with the CIGNA Insurance Policy (with the name of the volunteer and his/her details) at least 14 days before the arrival. • In case the volunteer cancels his/her participation in the EVS project, the Sending Organisation has to send an official cancellation letter (mentioning the reason of the cancellation, the volunteer's signature and the date) to the Coordinating and Hosting Organisation and identify new volunteer applicants. • To provide the Coordinating and Hosting Organisation with a full description of the sending activities carried out before the departure of the volunteer within one month after volunteers arrival to host country. • To provide all the financial justification of sending costs (bills, invoices etc.) when enquired by the Coordinating and Hosting Organization. • To keep in contact with the volunteer and the Coordinating and Hosting Organisation during the whole project. • To ensure the participation of the volunteer in the evaluation of the activity. • To give the volunteer the opportunity to exchange and share experiences and to encourage the involvement of the volunteer in dissemination and exploitation of results. • To provide guidance regarding further education, training or employment opportunities. • To support the travel of the volunteer to the host country in cooperation with the Coordinating and Hosting Organisation. • To cover preparation costs and organization budget, overcosts or damages that the volunteer will not cover during the project or in case of flight cancelations.
<p>Volunteer</p>	<ul style="list-style-type: none"> • To be actively involved in the preparation and evaluation phases of the activity. • To attend all trainings and information sessions related with the project, before, during and after the EVS placement.

	<ul style="list-style-type: none">• To read and understand the “Activity Agreement” and “EVS Charter” documents.• To show commitment to the Sending and the Coordinating and Hosting Organisation, as well as the EVS programme.• To be actively engaged in the communication with the Coordinating and Hosting Organisation, especially with his/her Project Coordinator and his/her Mentor.• To express any concerns, problems or suggestions for improvements of the EVS project.• To carry out dissemination and exploitation activities together in cooperation with the coordinator/host organisation as planned in the application and agreed during the activity and write the Final Report and the Youthpass by the end of the Project.• Participate actively in the monthly evaluation meetings held by the Coordinating and Hosting Organisation.• To cover over-budget of travel costs from the home country to the host country.• To conclude and sign the Final Report and the documents needed before departure to his/her home country.• Accommodation: to respect the neighbours and the living conditions explained in the Flat Rules document. To take financial responsibility in case of any major damage done in the property.• To send a monthly report to the Coordinating and Hosting Organization and his/her mentor about his/her project progression.
--	--

C. Division of the Community grant

The Coordinating and Hosting Organisation will receive the grant and take responsibility for payments to the partners as follows:

Applicant organisation / Ayuntamiento de Aljaraque 512,63 € x 8 Months	Total: 4.101 €
Sending organisation / Emeis Kai o Kosmos – Nuestro Mundo Sending activity costs: FACE TO FACE PREPARATION 7% of 4.410 € (The cost of the sending organisation will be paid based on the invoice issued by the Sending Organisation within 30 days after receiving the last part of the community grant from the ERASMUS+ Program from Spanish National Agency. In case the volunteer is not prepared for the project, or Sending Organisation does not send preparation report and volunteer confirms that he/she has not received any preparation, the Coordinating and Hosting Organisation has the right to cut the sending activity costs. The transfer will be done in 1 part).	Total: 309 €
TRAVEL COSTS (maximun budget available) (According to Erasmus+ regulation)	Total: 360 €
Volunteer / Volunteers allowance 123 € per month (8 MONTHS)	Total: 980 €

D. Role and tasks of the volunteer:

Our organisation can offer volunteers different learning elements: how a youth organisation works in Spain, different working methodologies with different age groups and types of activities, etc.

Another learning element is related with the search and diffusion of youth information, one of our mainstays, as they will study local, regional, national and international information sources and diffuse it among youth, as we see that many information does not reach youth.

Another important aspect: development of social and cultural skills, as volunteers will have the opportunity of learning Spanish language and culture and relating to youth from very different backgrounds as well as sharing their culture through language tandems, cooking and cultural workshops, etc. and this will provide volunteers with a real view of the diversity in Spain and the cultural differences with their country of origin.

Another learning aim: related to the use of new technologies, they will help create and update websites, social media sites, graphic supports, videos,... and some of the activities will be regarding new technologies such as the courses they are going to support at Guadalinfo Center.

Volunteers will participate in the normal working hours, with the mentor or responsible of the activity.

Volunteers will participate in different activities:

- Promotion and help signing up to European mobility programmes and the local services and activities our Youth Information Center organises.
- Campaigns of promotion of volunteering. We organise workshops and training seminars.
- Create and update websites, social media, newsletters and other promotion materials.
- Create their personal experience blogs to disseminate our EVS project and other European mobility projects they have taken part in.
- Organize, perform and support activities for youngsters, elders, children, etc. adapted to their needs and taking advantage of the volunteer's previous experience or background.
- Help analyzing the interests and needs of the different age/social groups.
- Teaching assistance and administrative assistance at the Guadalinfo Center courses.
- Suggest and put into practice his/her own ideas

Volunteers will have a mentor for all these activities and will never be responsible for them.

E. Practical arrangements

Working hours and practical arrangements	The volunteer will work 35 hours per week distributed in 5 days (two days a week rest). He/she will work from Monday to Friday from 10h to 14h in the morning and from 17h to 20h in the evening, except for those situations that require working in the weekends for special events. When he/she has to work in the weekend, he/she will have two days off the following week.
Food	Volunteers could cook their meals by their own in their flats, they are going to receive 180 euros within the 10 first days of each month.
Accommodation	Accommodation will be in rented flats shared with other EVS volunteers. They will be provided with standard equipment and essential household goods and electricity, water, gas will be covered by the hosting organization. Internet connection is not facilitated by the hosting organization. Accommodation info pack and flat rules will be provided.
Local transport	The locations for all the activities to be performed by the volunteer are walking distance from the accommodation provided. However, if there are any special activities that require transportation, it will be provided by the hosting organization.
Holidays	The volunteer will have 20 working days of holidays that should be agreed with the Coordinating and Hosting organization in order not to interfere with the planned activities.
Language Course	ONLINE PLATFORM PROVIDED BY COMMISSION, There is no possibility to offer face to face language support granted by the project costs.
Pocket money	Within the 10 first days of the month, the volunteer will receive 123 euros in pocket money.
Money transfers to the volunteer	Monthly allowances for food and pocket money will be made by transfer into a bank account. We advise our volunteers to open a Spanish bank account (European passport or residence permit needed). If the volunteers don't want to open an account in Spain the money (minus charges) will be transferred to their international account.

F. Expected learning outcomes

- The volunteers will learn about the political and institutional organization of Aljaraque in Andalucía, just as about the reality of associativism and volunteering in the autonomous region.

- The volunteers will strengthen their skills training groups of young people, team working, managing different resources and facilities, implementing risk prevention measures and working in peer education fields.
- The volunteers will acquire knowledge of different methods of non-formal education like discussion moderator, energizers or team building.
- The volunteers will enhance their communication skills, specially networking and speaking in public.
- The volunteers will improve their spoken and written Spanish as well as their knowledge of Spanish culture.
- The volunteers will learn about selection of relevant information, knowledge and data processing, image and text processing, creating blogs and websites, etc.
- The volunteers will learn the techniques of youth information, youth work from the point of view of information to young people, the opportunities that youth information centers to provide to the population, European and international networks of information.
- The volunteers will acquire skills to adapt methods/communications/activities to different targets (youngsters, elders and children) in the context of intergenerational education.
- The volunteers will acquire knowledge of communication strategy and promotion skills.
- The volunteers will develop entrepreneurial attitudes by proposing and implementing their own ideas.
- They will acquire digital competences related to information and communication technologies during the performance of their daily tasks and specially during the activities hosted at the Guadalinfo Center.

F1. Expected Activities

The volunteer will work with different target groups: seniors, kids, young people, volunteers...

He/she will work in the following locations and areas:

Young Europe service:

- Participate in EVS and Erasmus+ promotion by organizing informative workshops about these programs and talking about his/her own experience as a volunteer.
- Write blog articles by telling his/her own stories, the stories of volunteers and projects from the area;
- Organize free conversation and cultural activities for young people to learn about the volunteer's background (food, music, media, traditions, conversation tandems, etc.).

- Create and update a blog, a weekly/monthly newsletter and a Facebook page with news about different Erasmus + opportunities for young people (exchanges, EVS, scholarships, internships, etc.)
- Support young people who want to participate in EVS projects by helping them writing Europass CVs, cover letters, job hunting, etc.
- Cooperate in the search of European partners to organize mobility projects.
- Suggest activities to enrich the existent action lines in the Young Europe service.

Center of Youth Information Aljaraque:

- Organize and support daily activities for young people, elders, children, sports, cultural...
- Help in the promotion of the activities (newsletters, blog, leaflets and other promotional material);
- Help collecting and analyzing the interests of young people in Aljaraque and elaborating evaluation materials for the participants of our activities.
- Disseminate information about the Youth Information Center in High Schools and different information points around the city.
- Find out about local organizations which provide services for young people (profit or non profit).
- Learn about Spanish language and culture.
- Help developing the Youth Information Center, by organizing and supporting activities for youngsters, offering the required information to citizens, by offering own suggestion on how to improve the communications process...
- Collaborate updating the Facebook page of the Young Information Center, emailing organizations about interesting news for young people as well as creating our weekly newsletter with activities organized by us and external parties.
- Organize and perform meetings with our young representatives to support them and coordinate the organization of our workshops/events.
- Carry out intercultural activities in common with other European volunteers such as quizzes, cooking workshops, group dynamics and games in their mother tongue, etc.
- Support the activities that our center organizes.
- Suggest and put into practice his/her own ideas

Manuel Sandez Senior Centre:

- Organize and support activities to take place in the Centre such as creativity workshops, bingos and social games, social dance workshops, etc.
- Organize and support intergenerational activities with elders/young people, etc.
- Collaborate in reading workshops in English/Spanish.
- Undertake accompanying and assistance initiatives for the elderly (reading, conversation, accompanying in daily errands, etc.).

Guadalinfo Centre of Aljaraque:

- Supporting the main instructor in the organization and performance of workshops related to information and communication technologies (organizing the groups of participants, preparing materials, issuing certificates, updating databases, etc.)
- Suggesting activities related to these technologies or other software they have experience with.
- Promoting these courses and workshops through social media, email, word of mouth, etc.
- Free access to Guadalinfo's wifi for his/her personal use and to update our social media, blogs, etc.

Childhood and education area:

- Collaborate in the organization of activities for children regarding the education area of the City Council.
- Support activities under the "Child Friendly Cities" project of UNICEF.
- Organize and perform storytelling activities for children.
- Organize and perform language and cultural workshops for children related to the country of origin of the volunteer.
- Suggest other activities for children.

G. Partners and Volunteer signatures

We, the undersigned, certify that all information contained in this application is truthful and accurate and that no relevant information has been withheld. We agree to carry out our part of the project, as specified in Part A to F above. We agree to comply with the guidelines of the ERASMUS+ programme, the specific description of the project, the tasks of the volunteer, the starting and ending dates, the division of costs and other details as described in the application form. We will allow the European Commission and the National Agencies to make available and to use all data provided in this form for the purposes of managing the programme. The data, on paper or electronically, will always be used respecting the privacy of individual persons. We undertake to inform the National Agency of all changes affecting the project.

Coordinating and Hosting organisation	AYUNTAMIENTO DE ALJARAJUE - ÁREA DE JUVENTUD
Responsible person (name and position)	Yolanda María Rubio Villodres, Mayor of Aljaraque City Council.
Date and place	10/08/2017 in Aljaraque
Signature and stamp	
Sending organisation	
Responsible person (name and position)	
Date and place	
Signature and stamp	
Volunteer	
Date and place	
Signature and stamp	

This agreement is binding on all partner promoters and the volunteer involved in the Activity.
A copy of the signed Activity Agreement is handed out to all partner promoters and the volunteer involved in the Activity.