

Erasmus+ Programme  
European Voluntary Service project

Activity Agreement

<b>A. Partner names and division of responsibilities</b>	
Project details	
Coordinating organisation	Asociación Juvenil INTERCAMBIA Málaga -Spain www.europaerestu.eu info@intercambia.org Tlfno 952002774 / 672028985 EVS Contact Person: PEDRO or ROCIO info@intercambia.org
Hosting organisation	IES Campanillas Málaga -Spain www.iescampanillas.com info@iescampanillas.org Tlfno 952433272 EVS Contact Person (Mentor): Sergio Banderas <a href="mailto:sbanderas@gmail.com">sbanderas@gmail.com</a> Tlf: 649014202
Sending organisation	
Volunteer:	
Project dates:	
Activity dates:	

**B. Division of rights and responsibilities among organisations and volunteer**

Coordinating Organisation	<ul style="list-style-type: none"> <li>To bear financial and administrative responsibility for the entire project towards the National Agency</li> </ul>
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- To coordinate the project in cooperation with the Sending and Hosting organisation
- To distribute the EVS grant between the partners and the volunteer
- To assure a transparent preparation of the volunteer, the Coordinating 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**, that volunteer is covered by the obligatory EVS group Cigna Insurance plan
- To ensure travel arrangements in cooperation with the, Hosting, Sending Organisation and the Volunteer
- To Book travel cost from VOLUNTEER'S HOME ADDRESS to MALAGA Spain., with maximum 2 days of Travel connections,
- To Book return Tickets from MALAGA, SPAIN, to VOLUNTEER'S HOME ADDRESS, before two last month of project ending date, with maximum 2 days of Travel connections
- Coordinating can not afford Travel costs if they are done without Coordination Authorization.
- To identify a qualified mentor who is responsible for providing personal support to the volunteer. (if hosting can not provide).
- 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 in the beginning of the month, after receiving VOLUNTEER'S MONTHLY REPORT.
- To arrange language learning opportunities through Online Linguistic Support Platform (ONLINE LANGUAGE COURSE)

<p>Host Organisation</p>	<ul style="list-style-type: none"> <li>• To offer supervision and guidance to the volunteer through experienced staff and orientates the volunteer in the new working placement and duties after the arrival.</li> <li>• To provide personal support to the volunteer by well integrating the volunteer in the organisation.</li> <li>• To cooperate with the project partners, including in conflict solving and crises management, and regularly communicates the project progress with the Coordinating Organisation and Sending organization.</li> <li>• 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) and in cooperation with the Coordinating Organisation identifies clear learning opportunities for the volunteer</li> <li>• To support volunteer in filling the Youthpass certificate for those volunteer who want to receive it at the end of their EVS Activity.</li> <li>• Medical Support (if is it needed)</li> <li>• Issuing the Youthpass for the volunteer</li> </ul>
<p>Sending Organisation</p>	<ul style="list-style-type: none"> <li>• To help the volunteer to find and contact a Host Organisation</li> <li>• To provide information about the Erasmus+ Programme and EVS as a non-formal learning possibility (including the Youthpass)</li> <li>• To ensure the participation of the volunteer in the pre-departure training course or organise preparation training/meeting for the volunteer.</li> <li>• To provide adequate preparation (cultural, language, task related) for the volunteer before departure, according to the individual needs of the volunteer.</li> <li>• To inform the volunteer about the EVS group Insurance plan foreseen in the Erasmus+ Programme and gives all necessary information to the volunteer about the CIGNA procedures, (reimbursement, coverages, repatriation...)</li> <li>• In case the volunteer cancels his/her participation in the EVS project, the Sending Organisation has to send an official cancellation letter (stating the reason of the cancellation, the volunteer's signature and the date) to the Coordinating Organisation and identify new volunteer applicants</li> <li>• To provide the Coordinating Organisation a <b>full description and photos</b> of the sending activities carried out before the departure of the volunteer within one month after volunteers arrival to host country.</li> <li>• In a demand of coordinating organisation provide all the financial justification of sending costs (bills, invoices etc)</li> <li>• To keep in contact with the volunteer and the Coordinating Organisation during the whole project</li> <li>• To ensure the participation of the volunteer in the Final Evaluation Event of the Activity</li> <li>• To give the volunteer the opportunity to exchange and share experiences and encourages the involvement of the volunteer in dissemination and exploitation of results.</li> <li>• To provide guidance regarding further education, training or employment opportunities.</li> <li>• To support the travel of the volunteer to the host country.in cooperation with the Coordinating Organisation.</li> </ul>

	<ul style="list-style-type: none"> <li>To cover from, preparation costs and organization budget, overcosts or damages that volunteer will not cover make during the project, or flight cancelations.</li> </ul>
Volunteer	<ul style="list-style-type: none"> <li>To be actively involved in the preparation and evaluation phases of the activity</li> <li>To attend all trainings and information sessions related with the project, before, during and after the EVS placement.</li> <li><b>To read and understand the “Activity Agreement” and “EVS Charter” documents</b></li> <li>To show commitment to the Sending, Coordinating and the Host organisation and the EVS programme</li> <li>To be actively engaged in dialogue with the Host and Coordinating organisation, especially with his/her Project Coordinator and his/her Mentor</li> <li>To express any concerns, problems or suggestions for improvements to sending, hosting and/or coordinating</li> <li>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 in the end of the Project</li> <li>Participate actively in the monthly evaluation meetings with Mentor provided by the Hosting Organisation or Coordinating if Hosting can not offer.</li> <li>To cover over budget of travel costs from the home country to the host country.</li> <li>To conclude and sign final report and docs needed before departure to home.</li> <li><b>Accommodation: to respect the neighbours, flatmates and the living conditions in the apartment.</b></li> <li><b>To take financial responsibility in case of any major damage done in the apartment.</b></li> <li><b>Send Monthly report to Coordinating and Hosting organization and to Mentor.</b></li> <li><b>To respect the signed contract. In case of leaving the project due to educational or professional reasons (finding a job, starting a university degree etc), the volunteer has to cover the costs of a month of his/her apartment rent. In this case the Coordinating Organisation CANNOT cover the cost of return ticket.</b></li> </ul>

**C. Division of the Community grant**

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

Applicant organisation / <b>AJ INTERCAMBIA</b> <b>18 € x Numbers of days</b>	Total:
Sending organisation / Sending activity costs:	Total:

<p>Option A) &gt; FACE TO FACE PREPARATION 7% of 18 € by days                  Option B) &gt; JUST ONLINE PREPARATION 3% of 18 € by days</p> <p>(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 Spaninh 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 recieved any preparation the Coordinating Organisation has the right to cut the sending activity costs. The transfer will be done in 1 part</p>	<p>a) b)</p>
<p>TRAVEL COSTS (maximun budget avaible)                  (Acoording to Erasmus+ regulation)</p>	
<p>Volunteer /                  Volunteers allowance 150 € per month (n° MONTHS)</p>	<p>Total:</p>

#### D. Role and tasks of the volunteer:

IES Campanillas is a Secondary and Vocational Education and Training (VET) Public School in Málaga (Spain). The volunteers will have the opportunity of learning and collaborating with several programs and projects related with the youth community. IES Campanillas is located in two buildings. The headquarter building is located in the area of Campanillas and the VET building is located in the Technologic Park of Andalucia (PTA) at 2km distance from the headquarter.

The main areas where the volunteers will be involved are:

- **VET Erasmus+ projects:** IES Campanillas VET education is enrolled in several Erasmus+ Projects: Students mobilities for work placement (in and out), Erasmus+ KA2 projects, Erasmus+ Youth Exchange, etc. Volunteer will give support to the Erasmus+ Coordination (Searching opportunities, giving support to students mobilities, collaborating with Erasmus+ KA2 projects activities, etc).
- **VET E-Marketing.** Volunteers will support it with all the communication and social networking.
- **Soft Skills VET.** The volunteer will give support to students with some extra activities related with professions. Like soft skills, interviews, public speaking, entrepreneurship, employability, etc.
- IES Campanillas **Language Department.** Depending the Languages skills of the volunteers in English and French. The volunteer will support the Languages Department with non-formal education activities to help students to improve their language skills.
- IES Campanillas **Co-education activities.** The volunteers will support with different activities the education of girls and boys together.
- IES Campanillas **Cultural Activities.** The volunteers will help and participates in cultural activities done in and out the School.
- IES Campanillas **FormaJoven** Program. The volunteers will collaborate in activities of this program related with the health and good habits of young people.
- IES Campanillas **Youth Information.** The volunteer will create a point where students can ask about the possibilities for young in the Erasmus+ Youth Program.
- **Volunteer Selection** for next Course. The volunteer will help in the selection process of next year volunteer.

Another important aspect: development of social and cultural skills, as volunteers will have the opportunity of relating with an enormous number of youth from very different backgrounds and this will provide volunteers with a real view of youth in Spain.

Another learning aim: related with the use of new technologies, as we work with web platforms, graphic supports, videos,... in our different campaigns and activities, so volunteers may also develop this field.

Volunteers will also learn Spanish language, as this is our working language. Furthermore, they can also learn English and German (if they have some basic knowledge of them), as we have contact with international organizations.

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

The mentor give all the instructions and support for making the volunteer period as much satisfactory possible.

Volunteers will have access to the computers, photocopies and all the resources at the school.

<b>E. Practical arrangements</b>	
Working hours (9am- 14pm)	<p><b>MONDAY</b> (PTA Location) 09:00 - 11.00 Organizing the week 11.00 - 12.00 Volunteers meeting with mentor 12.00 - 14.00 Erasmus+ Coordination</p> <p><b>TUESDAY</b> (PTA Location) 09.00 - 11.00 Erasmus+ Coordination 11:00 - 12:00 Soft Skills Activities 12:00 - 14:00 E-Marketing</p> <p><b>WEDNESDAY</b> (PTA Location) 09:00 - 11.00 Erasmus+ Coordination 11:00 - 12:00 Soft Skills Activities 12.00 - 14.00 E-Marketing</p> <p><b>THURSDAY</b> (IES Campanillas hearquarter) 09:00 - 11:00 Language Department 11:00 – 14:00 Cultural Activities</p> <p><b>FRIDAY</b> (IES Campanillas hearquarter) 09:00 - 12:00 Cultural Activities 12:00 - 14:00 Co-Education Activities</p> <p>Furthermore, volunteers may participate in leisure activities of our organisation (trips, concerts, theatre,...). If any activity takes place during the afternoon or on weekends and volunteers want to participate, they will receive free days.</p>
Food	<p>Volunteers could cook their meals by their own in their flats, they are going to receive 150 euros each month.</p> <p>Food Payment will be done during first days of each month After receiveing Monthly report.</p>
Accommodation	<p><i>Accommodation has been chosen by Hosting organization. It will be in rented flats shared with other EVS volunteers or Spanish People. They will be provided with standard equipment and essential household goods, and electricity, water, gas will be covered by the Coordinating organization. Internet connection is not facilitated by the Coordinating organization.</i></p> <p><i>Accommodation info pack and flat rules will be provided.</i></p>
Local transport	<p>Local transport will be provided for distance over 2,5 km from home to office. If transport is needed, Each volunteer will have a chance to choose BIKE or BUS CARD</p>
Holidays	<p><b>Holidays Days:</b> the volunteer will have 21 calendar days or 15 labour days of holidays that should be agreed with hosting organization. As the Volunteers will work in a School, they will follow the academic Calendar . So they will have one free week called Semana Blanca, at the end of February, and another free week in Easter.</p>

Language Course	ONLINE PLATFORM PROVIDED BY COMISSION
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**F. Expected learning outcomes**

- Broader understanding about different cultures and nations, nurturing tolerance and open mindedness of the volunteer.
- New organisational and better abilities in operating a wide range of activities and facilities for the target group of the activity.
- Work with certain target group.
- Language and cultural skills. The format, duration and frequency of linguistic support depend greatly on volunteers' needs and abilities.
- Experiences working in an intercultural team, development of teamwork, cooperation and communication skills.
- Knowledge about Erasmus+ programme and international projects.
- Certification of learning acquired, through the *Youthpass* scheme.

**F1. Expected Activities**

- Erasmus+ KA1 Students Mobilities for Training (Support and Promoting Events)
- Erasmus+ Youth in action. KA1 Youth Exchange (Support)
- Erasmus+ Youth in action. KA1 Workers learning courses preparation (Support).
- SoftSkills Workshops (Preparation and Practice with students).
- IT International Company workshops events. (Support and attend)
- Dual System Promoting event with companies and Students. (Support and attend)
- VET E-Marketing campaing. (Support and real practice)
- VET IES Campanillas Graduation event. (Support and attend)
- IES Campanillas Graduation event. (Support and attend)
- French Workshops (preparation and practice).
- Youth Exchange with French School (supporting).
- History workshops. (Supporting and Practice with students).
- Special Needs Students Support Activities (Supporting and Practice with students).
- Co-Education. (Supporting and Practice with students).
- Cultural Activities (Supporting and attend).

**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 E 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.

<b>Coordinating organisation</b>	
Responsible person (name and position)	
Date and place	
Signature and stamp	

<b>Hosting organisation</b>	
Responsible person (name and position)	Miguel Ángel Domínguez Gómez Headmaster
Date and place	12/12/2017, Málaga (SPAIN)
Signature and stamp	

**H. 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 E 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.

<b>Sending organisation</b>	
Responsible person (name and position)	
Date and place	
Signature and stamp	

<b>Volunteer</b>	
Date and place	
Signature	

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.