

Erasmus+ Programme
European Voluntary Service project

Activity Agreement

A. Partner names and division of responsibilities	
Project details	EVS IES LA ROSALEDA 2018
Coordinating organisation Contact Details	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 Contact Details	IES La Rosaleda Málaga -Spain http://ieslarosaleda.com/ web@ieslarosaleda.com Tlfno 952640035 EVS Contact Person (Mentor): Ana Concejero Mancebo anaconcejero@ieslarosaleda.com 660878880 Francisco Javier González Montero fjgonzalez@ieslarosaleda.com 678509708
Sending organisation Contact Details	
Volunteer Contact Details	
Project dates:	15.09.2018 – 15.06.2018
Activity dates:	15.09.2018 – 15.06.2018



B. Division of rights and responsibilities among organisations and volunteer

<p>Coordinating Organisation</p>	<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 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)
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<p>Host Organisation</p>	<ul style="list-style-type: none"> ● To work beside them in order to get them to connect to the workplace and both students and teachers after the arrival. ● To set up a working schedule and decide in cooperation the best “Working plan” for the duties they will perform. ● To help them in the online language course. ● To help them get their Youthpass certificate at the end of their stay. ● To assign them a mentor .There will be weekly meetings in order to discuss about the project. It will be important to know how everything goes and volunteers’ feelings and concerns so as to make improvements and solve any problems than can turn up. ● To provide them help and support in the different activities regarding Erasmus + projects and the other social and cultural activities. ● To support volunteers when needed and help them reflect on their performance and learning. Volunteers’ opinions and ideas are important to the project and will be taken seriously. ● To encourage them to collaborate in activities and events held outside school. It will be a good way for them to get to know another culture. ● To assist them in overcoming any barriers to their learning during their stay. ● To put them into contact with other volunteers and / or organizations so that they can integrate in the local community and take the most of their free time. ● to create a good atmosphere at work. ● To offer them Medical Support (when it is needed)
<p>Sending Organisation</p>	<ul style="list-style-type: none"> ● To help the volunteer to 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 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 gives all necessary information to the volunteer about the CIGNA procedures, (reimbursement, coverages, repatriation...) ● 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 ● To provide the Coordinating Organisation a full description and photos of the sending activities carried out before the departure of the volunteer within one month after volunteers arrival to host country. ● In a demand of coordinating organisation provide all the financial justification of sending costs (bills, invoices etc) ● To keep in contact with the volunteer and the Coordinating Organisation during the whole project ● To ensure the participation of the volunteer in the Final Evaluation Event of the Activity ● To give the volunteer the opportunity to exchange and share experiences and encourages the involvement of the volunteer in dissemination and exploitation of results.



	<ul style="list-style-type: none"> ● 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 Organisation. ● To cover from, preparation costs and organization budget, overcosts or damages that volunteer will not cover make during the project, or flight cancelations.
Volunteer	<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. ● To read and understand the “Activity Agreement” and “EVS Charter” documents ● To show commitment to the Sending, Coordinating and the Host organisation and the EVS programme ● To be actively engaged in dialogue with the Host and Coordinating organisation, especially with his/her Project Coordinator and his/her Mentor ● To express any concerns, problems or suggestions for improvements to sending, hosting and/or coordinating ● 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 ● Participate actively in the monthly evaluation meetings with Mentor provided by the Hosting Organisation or Coordinating if Hosting can not offer. ● To cover over budget of travel costs from the home country to the host country. ● To conclude and sign final report and docs needed before departure to home. ● Accommodation: to respect the neighbours, flatmates and the living conditions in the apartment. ● To take financial responsibility in case of any major damage done in the apartment. ● To send a monthly report to coordinating organization about his/her project life. ● 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.

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 / AJ INTERCAMBIA 18 x Numbers of days	Total:
Sending organisation /	Total:



<p>Sending activity costs:</p> <p>Option A) > FACE TO FACE PREPARATION 7% of 530 by Month Option B) > JUST ONLINE PREPARATION 3% of 530 by Month</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 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 Organisation has the right to cut the sending activity costs.</p> <p>The Money will be done in 1 transfer.</p>	
<p>TRAVEL COSTS (maximun budget available) (Acoording to Erasmus+ regulation)</p>	
<p>Volunteer / Volunteers allowance 150 € per month (n° MONTHS)</p> <p>Monthly Payment will be done during first days of each month After receiveing Monthly report.</p>	<p>Total:</p>
<p>VISA COST (if is needed)</p>	



D. Role and tasks of the volunteer:

Our project has to do with intercultural issues, inclusion, values, language learning skills and Erasmus+ projects.

The activities we will carry out will be aimed at helping youngsters in their personal growth, enhancing their skills and aptitudes, developing their critical thinking, improving their self-esteem and promoting teamwork, cooperation, respect, solidarity and tolerance.

We want volunteers to be eager to learn and get involved in the activities and cultural and social events at school and for this reason, we would like them to be highly motivated, responsible, hard-working, creative and respectful to others.

For us, it is very important that they are young people committed to their work and society since our main objective is to develop diversity, promote human values and overcome prejudices and stereotypes through learning and teamwork.

The volunteers will follow out some specific tasks concerning:

1. Administrative work with regard to Erasmus + projects:

-For our students and visitors they will:

- fill out different forms.
- look for companies and partners both in Spain and abroad.
- give information about companies, the city and transport to our visitors and look for companies and accommodation for them as well.

-Deal with the questions that both teachers and students may have about the different projects and try to answer them

Volunteers will support the Erasmus+ coordinators and will collaborate in the project activities too.

2. Day to day school activities:

They will:

- be in charge of the guided tours at school when our European partners visit us.
- set up an English and a French language club both for teachers and for students.
- run a book club.
- organize debates and workshops for students about emigration, entrepreneurship and some other issues to promote values. (bullying, sexting, social networks, sexuality etc).
- give presentations on traditions and customs among different countries to develop cultural diversity as a vehicle of enrichment based on mutual respect (food, folklore, dances etc).
- plan and participate in the school cultural events (Open Door Days, International days, Graduation party etc.).
- organize activities to boost life at school (contests, sports activities, newspaper, theatre etc).
- participate and energize school social networks (web, blog, facebook etc).
- seek different sources about different topics in order to be used in class.
- collaborate in extracurricular school activities.

All these activities will be carried out in cooperation with the different teachers committed to participating in this EVS program and with the mentor who will be also responsible for monitoring and coordinating the whole process.

Spanish would be an advantage, although elementary level would do. We would also appreciate if they are knowledgeable in editing audio, images and videos although it will not be a determinant factor for their selection.

E. Practical arrangements	
Working hours	<p>The working timetable will be: 35 hours a week (4 mornings from 8.00 to 14.30, another morning from 8.00 to 14.00 and one evening from 17.00 to 20.00). Weekly activities will change and be adapted according to the issues and projects developed that week at school. However, it will be sure to have weekly at least:</p> <ul style="list-style-type: none"> - 1 hour to coordinate the activities of the week with the Mentor or Teachers - 1 hour to talk to the tutor or Mentor at school, to check the feelings and work made by the Volunteer. - 1 hour and a half of activity in the Language Club with Students or Teachers. - 30 minutes of activities in the Reading Club - 3 hours and a half to organise documents, activities, tasks or search information demanded by the Mentor or Teachers according to the issues of the School Project. <p>That implies a 20% of the time. The rest of the time will be dedicated to other subjects explained above according to needs. 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 will be given 150 Euros each month for food, so they can cook their own meals. Food Payment will be done during first days of each month after receiving monthly report.</p>
Accommodation	<p>We will look for a house or apartment where the volunteers will be during their stay. They will share it with other volunteers or young people and they will have their own room.</p> <p>They will be provided with the different household appliances and electricity, gas and water will be paid for them. Internet connection is not included.</p>
Local transport	<p>The volunteers will not pay for the transport. If they live close to school they will go on foot but if they live more than 2.5 km then they can choose a bike (they will be given information about its free use in the city)or a bus card. Long distance activities will be covered by the hosting organization.</p>
Holidays	<p>-Holidays: the volunteer will have the same holiday days as the rest of the School Team (Christmas holidays, Easter holidays, White week in February and bank holidays or days off according to our school calendar).</p>
Language Course	<p>Every volunteer is entitled to receive language support with an online platform, as stated in Erasmus+ program.</p> <p>We'll help them get the Youth pass certificate at the end of EVS stage.</p>

F. Expected learning outcomes
<ul style="list-style-type: none"> - 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+ KA2 Unidiversity and others (Support and Promoting Events)
- SoftSkills Workshops (Preparation and Practice with students).
- International Company workshops events. (Support and attend)
- Dual System Promoting event with companies and Students. (Support and attend)
- French Workshops (preparation and practice).
- English Workshops (preparation and practice)
- 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.

Coordinating organisation	
Responsible person (name and position)	
Date and place	
Signature and stamp	

Hosting organisation	
Responsible person (name and position)	Fernando Rosas Hidalgo Headmaster
Date and place	
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.

Sending organisation	
Responsible person (name and position)	
Date and place	
Signature and stamp	

Volunteer	
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.

