

Erasmus+ Programme
European Voluntary Service project

Activity Agreement

A. Partner names and division of responsibilities	
Project details	
Coordinating organisation	Asociación Juvenil INTERCAMBIA Málaga -Spain www.europaerestu.eu info@intercambia.org Tlfno 952002774 / 672028985 EVS Contact Person:
Hosting organisation	PRINCIPIA Av. de Luis Buñuel, 29011 Málaga 952 07 04 81 Mail: marisaprolongo@principia-malaga.com
Sending organisation	
Volunteer:	
Activity Dates	
Project Dates	
B. Division of rights and responsibilities among organisations and volunteer	
Coordinating 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 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 and Host Organisations, that volunteer is covered by the obligatory EVS group Cigna Insurance plan • To ensure travel arrangements in cooperation with the Sending Organisation and the volunteer • To Book travel cost from the home country to the host country to the volunteer, • To Book return Tickets from hosting country to home before two last month of project ending date. • Coordinating can not afford Travel costs if they are done without Coordination Authorization.

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| | <ul style="list-style-type: none">• 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.• 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 offer supervision and guidance to the volunteer through experienced staff and orientates 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 in conflict solving and crises management, and regularly communicates the project progress with the Coordinating Organisation and 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) and in cooperation with the Coordinating Organisation identifies clear learning opportunities for the volunteer • To support volunteer in filling the Youthpass certificate for those volunteer 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 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 • in case the volunteer cancels his/her participation in the EVS project, the Sending Organisation has to send an official cancellation letter (stating mentioning 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 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 evaluation 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 • 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 expresse any concerns, problems or suggestions for improvements • 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 held 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 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.
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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 / Sending activity costs: Option A) > FACE TO FACE PREPARATION 7% of 18 € by days Option B) > JUST ONLINE PREPARATION 3% of 18 € by days (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.	Total: a) b)

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. The transfer will be done in 1 part	
TRAVEL COSTS (maximun budget available) (According to Erasmus+ regulation)	
Volunteer / Volunteers allowance 150 € per month (nº MONTHS)	Total:

D. Role and tasks of the volunteer:

Proposed activities for EVS volunteers:

Principia can offer volunteers different aspects of informal learning from a privileged context such as an interactive science and technology museum with special features that make it unique in Spain. The volunteer will also have the opportunity in Principia of getting in touch with different cultures and new situations, of accepting and talking positively with difference, overcoming conflicts, while the volunteers themselves have the opportunity to contribute in a creative way to our work by exposing new ideas.

Principia features as an interactive science and technology museum that serves a diverse and varied public. In addition to museum visits, it organizes many activities inside and outside its doors. It becomes a center offering a wide range of possibilities for volunteering in the field of education, culture, tourism, communication, etc. The volunteer will have the opportunity to interact with many different kinds of people, and also within a work environment of mostly youngsters. Principia will provide the volunteer with everything he/she needs in order to be integrated in the local community, socialize, participate in activities of all kinds, and meet other volunteers in Málaga. Therefore, the development of the volunteer's social and cultural skills is another important aspect to focus in.

Of course the new technologies will be present, since the Principia website is updated daily and can be reached in social networks. We are also doing an important audiovisual work to document how the museum operates, and activities in which the volunteer may participate as well.

Regarding language skills, learning Castilian will be one of the opportunities that will be offered to the volunteer, but he can also develop his skills in other languages, given that Principia is a center that welcomes visitors from different places and different languages.

Principia performs since its beginning educational activities that are part of the modus operandi of the museum, which may be enjoyed by the volunteer, as well as personal support, assistance during the learning process and development of Youthpass.

The volunteer will join the daily work of Principia and he/she will participate and collaborate in the developing of our activities, accompanied by a tutor or responsible from who he/she will get the necessary support for the learning process. A responsible of Principia will take care of the supervision for the assistance regarding the tasks. The volunteer will not occupy a job and the developed tasks will not be essential for the normal running of the museum. In fact, a special learning plan will be designed for his/her personal enrichment, but at the same time he/she will be considered as a value-added person and he/she will be invited to contribute with new ideas and develop new projects.

All this will help the volunteer acquiring skills which will allow him to improve his personal autonomy, his freedom of choice and his professional and personal possibilities, as well as getting language skills and contributing to the development of a local community in a european citizenship context. All of them are the fundamental objectives of the programme "Youth in Action Programme".

To sum up, all the activities and tasks carried out in Principia in which the volunteer is invited to participate and/or collaborate, accompanied by a tutor and under the supervision of a responsible, are:

- Collaborate and/or participate in the organization and distribution of the groups who visit the museum
- Collaborate and/or participate in the tour guide, accompanying visitors in their way through the Principia Science Center's exhibition room, especially the visitors with special needs (disabled, people coming from social services, seniors, etc.)
- Collaborate and/or participate in the adaptation of activities to different publics (adults, children, etc.) and groups from a very diverse nature:
 - Students of all levels of education and from all social spectrums.
 - Family groups.
 - Disabled.
 - Different associations: neighbours, groups with social services issues, employment formation workshops.
 - Seniors.
 - International Tourism.
- Collaborate and/or participate in the preparation of the different museum materials (educational, explicative, etc.).
- Collaborate and/or participate in the different activities which Principia carries on:

- Astronomical observations.
- Series of cinema forums "Cinema and science in Principia".
- Promotion conferences series "On Saturdays at Principia, enjoy science".
- Formative courses for teachers, trainees and general public.
- Science European Week celebrations and open days.
- Participation in science events outside Principia.
- Visits to other science museums.

- Collaborate and/or participate in workshops carried out in school holiday periods for children and specific distinct groups, like people who are different from the current patterns.
- Collaborate and/or participate with the press and communication department: press releases, websites and Principia social networks.
- Collaborate and/or participate in the conception, recording and edition of science experiments, as well as in public activities that take part in Principia.

The working hours of the volunteer will be from Monday to Friday from 9 a.m. to 3 p.m. (30 hours per week) and two afternoons per week he/she will have the language support. He will accumulate 2.5 days of holidays per month (for each month of volunteering) to be used at any time with previous notice to Principia. In the event of planning an activity for the weekend, and always with the consent of the volunteer, he/she would have additional days of holidays.

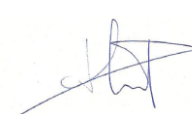
All these activities do not, in any case, replace any job since Principia consists of a structure based on a modus operandi and of permanent staff independent to the incorporation of volunteers. All the tasks are unique and specifically conceived for the volunteers, which are not administrative and which, of course, do not have any commercial purposes. On the other hand, the volunteer can collaborate and/or participate in all activities performed in the museum provided that they are of interest to him.

E. Practical arrangements	
Working hours (9am- 4pm)	10:00 -14:00 17:00 – 20:00
Food	Volunteers could cook their meals by their own in their flats, they are going to receive 150 euros each month.
Accommodation	<i>Accommodation will be in rented flats shared with other EVS volunteers or youth people. 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.</i> <i>Accommodation info pack and flat rules will be provided.</i>
Local transport	Local transport will be provided for distance over 2,5 km from home to office. If transport is needed, Every volunteer will have a chance to choose BIKE or BUS CARD
Holidays	Volunteer will take holidays previous agreement to Hosting.
Language Course	ONLINE PLATFORM PROVIDED BY COMMISSION

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 <i>Youthpass</i> scheme.
F1. Expected Activities
<ul style="list-style-type: none"> • Principia serves different areas of the structure / framework of the project: • Promoting Participation and Intercultural Learning. • Youth formation. • Volunteering. • Promoting young people's entrepreneurial skills and innovation. • Promotion and support of groups, clubs and youth association activities in the city. • Participation in exchange projects, volunteering and experiences with other countries where young people are the main actors.

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 *YOUTH IN ACTION* 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)	Marisa Prolongo Sarria Asesora Pedagógica
Date and place	Malaga, January 1st, 2017
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.