Erasmus+ Programme

European Voluntary Service project

Activity Agreement

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| **A. Partner names and division of responsibilities** |
| Project details |  |
| Coordinating organisation | Asociación Juvenil INTERCAMBIA Málaga -Spainwww.europaerestu.euinfo@intercambia.orgTlfno 952002774 / 672028985EVS Contact Person: PEDRO or ROCIO info@intercambia.org |
| Hosting organisation | Asociación Juvenil INTERCAMBIA Málaga -Spainwww.europaerestu.euinfo@intercambia.orgTlfno 952002774 / 672028985EVS Contact Person: |
| Sending organisation |  |
| Volunteer:  |  |
| Project dates: | 01.05.2017. |
| Activity dates: | 10.06.2017. – 10.03.2018. (9 Months) |
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| **B. Division of rights and responsibilities among organisations and volunteer** |
| Coordinating Organisation | * 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 conections,
* 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 conections
* 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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| Host Organisation | * 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
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| Sending Organisation | * 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 explotation 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.
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| Volunteer | * 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 explotation 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.**
* **Send Monthly report to Coordinating and Hosting organization and to Mentor.**
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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****530 x Numbers of Months** | Total:  |
| Sending organisation / Sending activity costs: Option A) > FACE TO FACE PREPARATION 7% of 530 by MonthOption B) > JUST ONLINE PREPARATION 3% of 530 by Month(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 recieved any preparation the Coordinating Organisation has the right to cut the sending activity costs. The Money will be done in 1 transfer. | Total:  |
| TRAVEL COSTS (maximun budget avaible)(Acoording to Erasmus+ regulation) |  |
| Volunteer / Volunteers allowance 120 € per month (nº MONTHS)Monthly Payment will be done during first days of each month After receiveing Monthly report. | Total:  |
| VISA COST (if is needed) |  |

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| **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 youth,...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 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 organisations.Volunteers will participate in the normal working hours, with the mentor or responsible of the activity. Volunteers will participate in different activities:* Promotion of intercultural participation and learning. We manage an information desk in Malaga (Europa Más Cerca), in which local youth are informed about European mobility programmes. Volunteers may help giving information and counselling.
* We also help and advise other organisations to develop European programmes. Volunteers also participate.
* We also organise seminars and information sessions related with Europe, European Citizenship, as well as other more informal activities (cinema forum, multicultural meetings,...) in which we diffuse information about the EU, intercultural values and participation. In this campaigns, volunteers may present their European citizenship experience.
* We also participate in and organise other YiA actions, so the groups receive pre-departure training with the aim of giving more value to their multicultural experience, so in this training process, EVS volunteers may talk about their experience of living in another culture and country.
* Campaigns of promotion of volunteering. We organise workshops and training seminars together with the Andalusian volunteering agency and citizen participation area, at a local and regional scale. Volunteers may collaborate with these activities with the training team in the whole process: contact with organisations, planning training sessions, development and evaluation of sessions and they may also form active part of them if they want to talk about their experience as a volunteer.
* Youth Information. Volunteers will search, select and diffuse local, regional and national youth information with the mentor through the organisation's web site and electronic bulletins.
* We form part of Eurodesk, so volunteers may have access to the information site and help youth using this service to solve their questions about Europe.
* We work on YOUTH INFORMATION FIELD on
	+ WEBSITE
	+ FACEBOOK
	+ E-NEWSLETTER
* Information and raising-awareness campaigns about Europe. We participate in several projects to make the EU and the possibilities it gives youth known, so volunteers may participate in this projects.

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

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| **E. Practical arrangements** |
| Working hours (9am- 3pm)  | MONDAY08.30 - 10.00 Coordination meeting for weekly activities10.00 - 11.00 EURODESK11.00 - 12.00 Youth information in Europa Mas Cerca13.00 - 14.30 European news bulleting / web siteTUESDAY09.00 - 10.00 EURODESK10.00 - 13.00 Youth information in Europa Mas Cerca13.00 - 14.00 European news bulleting / web site16:00 - 17:30 Spanish language classesWEDNESDAY08.30 - 10.00 EURODESK10.00 - 13.00 Youth information in Europa Mas Cerca13.00 - 14.30 European news bulleting / web site16:00 - 18:00 School/ language supportTHURSDAY08.30 - 10.00 EURODESK10.00 - 13.00 Youth information in Europa Mas Cerca13.00 - 14.30 European news bulleting / web site16:00 - 17:30 Spanish language classesFRIDAY08.30 - 10.00 Meeting with the mentor10.00 -13.00 Volunteering campaign in primary and secondary schools.13.00 - 14.30 Evaluation of the week16:00 - 18:00 School/ language supportFurthermore, volunteers may participate in leisure activities of our organisation (trips, concerts, theatre,...).If any activity takes place on weekends and volunteers want to participate, they will receive two other free days. |
| Food | Volunteers could cook their meals by their own in their flats, they are going to receive 180 euros each month.Food Payment will be done during first days of each month After receiveing Monthly report. |
| Accommodation | *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.**Accommodation info pack and flat rules will be provided.* |
| Local transport | 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 |
| Holidays | **Holidays Days:** the volunteer will have 21 calendar days or 15 labour days of holidays that should be agreed with hosting organization. |
| 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.
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| **F1. Expected Activities**  |
| Our organisation can offer volunteers different learning elements: how a youth organisation works in Spain, different working methodologies with youth,...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 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 organisations.Volunteers will participate in the normal working hours, with the mentor or responsible of the activity. Volunteers will participate in different activities: Promotion of intercultural participation and learning. We manage an information desk in Malaga (Europa Más Cerca), in which local youth are informed about European mobility programmes. Volunteers may help giving information and counselling. We also help and advise other organisations to develop European programmes. Volunteers also participate. We also organise seminars and information sessions related with Europe, European Citizenship, as well as other more informal activities (cinema forum, multicultural meetings,...) in which we diffuse information about the EU, intercultural values and participation. In this campaigns, volunteers may present their European citizenship experience. We also participate in and organise other E+ actions, so the groups receive pre-departure training with the aim of giving more value to their multicultural experience, so in this training process, EVS volunteers may talk about their experience of living in another culture and country. Campaigns of promotion of volunteering. We organise workshops and training seminars together with the Andalusian volunteering agency and citizen participation area, at a local and regional scale. Volunteers may collaborate with these activities with the training team in the whole process: contact with organisations, planning training sessions, development and evaluation of sessions and they may also form active part of them if they want to talk about their experience as a volunteer. Youth Information. Volunteers will search, select and diffuse local, regional and national youth information with the mentor through the organisation's web site and electronic bulletins. We form part of Eurodesk, so volunteers may have access to the information site and help youth using this service to solve their questions about Europe. We work on YOUTH INFORMATION FIELD on o WEBSITEo FACEBOOKo E-NEWSLETTER Information and raising-awareness campaigns about Europe. We participate in several projects to make the EU and the possibilities it gives youth known, so volunteers may participate in this projects. |

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| **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. |

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| **Coordinating organisation** |  |
| Responisble person (name and position) |  |
| Date and place |  |
| Signature and stamp |  |
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| **Hosting organisation** |  |
| Responisble person (name and position) |  |
| Date and place |  |
| Signature and stamp |  |

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| **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. |

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| **Sending organisation** |  |
| Responisble person (name and position) |  |
| Date and place |  |
| Signature and stamp |  |

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| **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.