Erasmus+ Programme

European Voluntary Service project

Activity Agreement Draft

(Just for Information)

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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 / 672028985ECS Contact Person: |
| Hosting organisation |  |
| Sending organisation |  |
| Volunteer:  |  |
| Starting dates: |  |
| Ending dates: |  |

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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 ECS 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 ECS 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 ECS group Cigna Insurance plan
* To ensure travel arrangements in cooperation with the Sending Organisation and the volunteer ,
* To Book return Tickets from hosting country to home before two last month of project ending date.
* Coordinationg can not afford Travel costs if they are done without Coordination Authoritzation.
* 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 ECS 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 LANGUAGUE 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 recieve it at the end of their ECS Activity.
* Medical Support (if is it needed)
* Issuing the Youthpass for the volunteer
* **In case of Hosting Organization cancelation, volunteer will have to leave project, flat and activity program in 7 days after notification.**
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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 ECS 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 ECS 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 ECS 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.
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| Volunteer | * **To read and understand the “Activity Agreement” and “ECS Charter” documents**
* 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 ECS placement
* To show commitment to the Sending, Coordinating and the Host organisation and the ECS 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.**
* **To book tickets from Sending Country to Hosting Country previous information and approval of coordinating organization, it has to be done before 1st July.**
* **In case of Volunteer cancelation, volunteer will have to leave project, flat and activity program in 7 days after notification.**
* **VOLUNTEER has to be aware that this is an EUROPEAN program with public funds, focus on personal learning and personal development, not for tourims, holidays or just for languague aims porpouse, hostng has the right to cancel in case volunteer does not fit to Erasmus+ Program Objetives**
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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 daysOption 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. 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 | Total: a) b)  |
| TRAVEL COSTS (maximun budget avaible)(Acoording to Erasmus+ regulation) |  |
| Volunteer / Volunteers allowance 150 € per month (nº MONTHS) | Total:  |

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| **D. Role and tasks of the volunteer:**  |
| IES BEN GABIROL is a Secondary and Vocational Education and Training (VET) Public School in Málaga (Spain), near the city center, in fifteen minutes you can reach downtown. You can get easily to Madrid via AVE (high-speed train) within two hours and a half. IES BEN GABIROL wants to make the students aware of the European comunity and having volunteers from different countries of Europe is a good way to do it. Our students will realise that living and working abroad is an opportunity for them. The volunteers can show the rich European diversity The main areas where the volunteer canl be involved are* **VET erasmus + projects**: The volunteer will give support to the Erasmus+ Coordination searching opportunities, and companies for work placements and giving support to students motilities.
* **Soft Skills VET**. The volunteer will give support to students with some extra activities related with soft skills, interviews, public speaking, entrepreneurship, employability, etc
* **Language activities**: Depending on the Languages skills of the volunteers in English and French or any others, the volunteer will support students who are going to have a work placement in EU nations, with non-formal education activities to help students to improve their language skills as well as their knowledge of other cultures.
* **Co-education activities**. The volunteers will support the coordinator of the co-education department.
* **Integration activities**: The volunteers will participate with the students of Social Integration in any activities planned and implemented.
* **TIC:** The volunteers will update social networks such as school blog, web-site, grouply, picasaweb album, facebook, tuenti etc.
* **Cultural Activities.** The volunteer will help the cultural activities department with the organization and implement of the activities done both in and out of the school. They will do presentations about their country, and habits.
* **Forma Joven Program**. The volunteers will collaborate in activities of this program related with the health and good habits of young people.
* **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.
* **Other activities**:
	+ **Depending of their possibilities** he/she will help with:
* The sport activities in the break.
* The Chess club.
* The Radio station
* To collaborate in the launch of a School garden
* Theatre

**Opportunities for the volunteers*** Counselling to our school community in regard to Erasmus + programme and in particular to the European Volunteer Service.
* - Designing activities to raise European awareness: exhibitions, lectures, informal meetings with our students.
* - Practice of the English language in a "culture club", after school hours.
* -Organization of a "European culture week" to show his/her culture and language including information on other European countries.
* -Support for the Department of Extra-curricular activities, English and French Department
* - Working on social media and video creating to spread our activities.
* -Support of activities devised by coordinators of our programmes (Education for Peace, Gender equality, Aldea (Environment) and Cinema and Chess programmes).
* - Engaging and stimulating our Student’s association.
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| **E. Practical arrangements** |
| Working hours  | Monday to Friday from 8.15-14.45 (including 30 minutes break)Tuesdays and Thursdays from 16.30-18.30 |
| Food | Volunteers could cook their meals by their own in their flats, they are going to receive 150 euros each month. |
| Accommodation | *Accommodation will be in rented flats shared with other ECS volunteers or Spanish 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.**Accomodattion info pack and flat rules will be provided.* |
| Local transport | Local transport will be priovided 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:**  |
| Language Course | ONLINE PLATFORM PROVIDED BY COMISSION, There is no possibility to offer face to face languague support granted by the project costs. |

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| **F. Expected learning outcomes** |
| The volunteer will have the chance to:-Get a deeper understanding of Spanish culture- Develop communication skills by working with teenage students and be able to exchange language practice and other activities.- Design activities to motivate and engage our students to learn about other cultures.* - Work together with experienced teachers and exchange knowledge on educational projects
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| **F1. Expected Activities** * Erasmus counselling time
* Work with our student’s association
* Support to the school’s educational programmes
* Support to extracurricular / cultural activities
* Work on social media campaigns (video creating)
* Devise “Cultural week” activities
* Engage in activities for students during breaktime (theatre club, debate club, gardening club, etc.)
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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 *EUROPEAN SOLIDARITY CORP*, 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.