Erasmus+ Programme

European Solidarity Corps Project

Activity Agreement DRAFT
All data will be filled if project is Aproved.

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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 | IES CÁNOVA DEL CASTILLOMálaga –Spain[www.iescanova.es](http://www.iescanova.es)Tlfno: 951298512ESC contect person (Mentor): Ma Isabel Jiménez Tagarrovoluntariado@iescanova.es |
| Sending organisation |  |
| Volunteer:  |  |
| Starting dates: | 01.10.20 |
| Ending dates: | 30.06.21 |

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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)
* **In case of Coordinating Organization cancelation, volunteer will have to leave project, flat and activity program in 7 days after notification.**
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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.**
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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 CANOVAS DEL CASTILLO is a Secondary and Vocational Education and Training (VET) Public School in Málaga (Spain), five minutes walking from the city center, it is surrounded by one of the University Campus, a Theatre, an Arts school and the Advanced Music Conservatory of Málaga. Malaga is located in Andalusia, the South of Spain, near Seville and Granada.We have compulsory and non-compulsory secondary (Bachillerato) education students, vocational training courses on ICT and Tourism and Adults education students. Secondary studies are bilingual (Spanish-French) as well as one of the Tourism courses. The other vocational Tourism and ICT courses are Spanish-English bilingual. We are located in a working-class neighborhood, but some of our students come from depressed social areas, and there is a high percentage of immigrant students. We focus our educational vision in three main goals: * An Educational Project based on diversity and academic excellence
* The quality of teaching
* The social integration of the different cultures that coexist in our school

In order to meet these objectives, we offer a variety of activities and Educational programs which are not strictly academic which include environment, health, entrepreneurial culture, school libraries, multilingualism, etc.We want to make the students aware of the European community and to achieve this we coordinate several Erasmus+ projects: KA103 and KA102 for Vocational Training courses which includes mobility of students and teachers, KA219 for Secondary Education. We also participate in school exchanges with France (Brittany and Strasbourg) in which we emphasize values like responsibility, tolerance and the knowledge of other countries traditions.Our school is looking for highly motivated volunteers prepared to participate in our activities and projects.The main areas where the volunteer can be involved are:* Library: The volunteer will organize workshops in the library designing activities to raise European awareness (literary discussions, exhibitions, lectures, informal meetings with our students).
* School garden: the volunteer will collaborate with the Biology teachers in the school garden. This project is focus on students from depressed areas with behavior and learning problems.
* Program “I am useful”: the volunteer will support the program “soy útil” (I am useful) which has been designed for disruptive students who have been temporary expelled from school. They have to help in community jobs in one of the associations close to our area.
* Supporting the department of extra-curricular activities helping with the organization and implement of the activities done both in and out of the school.
* ICT tasks: The volunteer will update the school website and the school social networks (Facebook, Instagram, Twitter, etc.)
* Supporting the department of school coexistence helping with the organization and implementation of activities in order to improve the relationships in all the scholar community.
* Supporting the coordinator and students involved in the Erasmus+ project.

Opportunities for the volunteers* Development of social and cultural skills, as volunteers will have the opportunity to interact with a large number of young people from very different backgrounds and this will provide volunteers with a real view of youth in Spain.
* The volunteer will also learn or improve his/her Spanish language, as this is our working language
* The volunteer will know the cultural offer in Malaga participating in the cultural activities with our students.
* Volunteer will have access to the computers, photocopies and all the resources at the school.
* Work together with experienced teachers and exchange knowledge on educational projects, planning and carrying out different kind of activities.

 Volunteer profile* We are interested in someone with the ability to adapt to a great variety of tasks, as expressed above.
* Someone with social skills able to immerse him/herself in the sociocultural context of our school. We need an open minded person and with a proactive attitude.
* The volunteer must have a good level of English and/or Spanish. French will be highly valued.
* IT skills are also required.
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| **E. Practical arrangements** |
| Working hours  8:30- 15h  | Week timetable. * The normal working day will last six hours and a half, usually in the morning, from 8:30 to 15:00 and, some weeks, a day of after school activities in the afternoon.

Prime example of a working dayThe week will start with the volunteer activities organization with the mentor.-Before the break * Organization of activities in the library (two days)
* Organization of extra-curricular activities (two days)
* Program “I am useful”

-During the break* Activities in the library

Whether the volunteer carry out activities during the break he/she will have a rest before or after the normal break.-After the break:: * Coexistence department activities (two days)
* TICs activities (two days)
* Erasmus+ (two days)
* School garden

Some specific days the volunteer should assist in the afternoon to some activities or meetings without exceeding the number of weekly hours. When the volunteer assists to extra activities out of school, which last the whole day or even some days or the week-end, he or she will have free days..  |
| 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.**Volunteer will have to make 300 euros Deposit that will be reimbursed once project is ended and volunteer leave tidy,clean and with no damage in the private room and commomn areas* |
| 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:** As the Volunteers will work at a School, they will follow the academic Calendar. So they will have two free weeks for Christmas, one free week called Semana Blanca, at the end of February, and another free week in Easter.  |
| 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** |
| * 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**  |
| * the cultural activities organized by the Plataforma de Alumnos
* the coordination of international activities
* the workshops or excursions organized by the Association
* some community and local events
* English Club in the Association
* Intercultural exchange Meetings
* Youth Information Point
* Library (Support and Promote Events)
* School garden (support)
* Program “I am useful” (support)
* Extra-curricular activities (support and attend)
* ICT tasks (support and promote)
* Department of school coexistence (support)
* Erasmus+ project. (support and practice with students)
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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 *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. |

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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) | Arturo José Ramírez LópezHeadmaster |
| 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.