

# INFOSHEET

TRAINING COURSE

## "VOLUNTEERING 101-DEFINING, UNDERSTANDING, AND DEVELOPING PROGRAMS FOR VOLUNTEERS"

Zadar 25th June - 2nd July 2023



Funded by  
the European Union



YOUTH POWER  
Germany

Dear potential participants,

Here you can find some important information about the activity, logistic and accommodation for our training course activity.

- **MEETING POINT:**

Our meeting point is the **Youth Hostel Zadar** in Zadar. Address of the hostel is Obala Kneza Trpimira 76.

Here is link for a hostel Zadar's web site where you can find some info:

<http://www.hfhs.hr/en/hostels/zadar-youth-hostel-407>

We are expecting you on 25th of June 2023 in the afternoon (between 15:00 and 17:30 o'clock). Welcome program will start at 16:00 and dinner will be served at 19:00.

The departure is envisioned for the morning of 2nd of July 2023 after breakfast.

**Participants are expected to attend the full duration of TC (25th June – 2nd July 2023).**

- **HOW TO GET HERE**

For all information about booking your tickets and coming to Zadar you should be in contact with Veronica Braccacini – in charge of project logistics, by using official project e-mail (you can find all contacts below). **We are kindly asking you to choose the ecologically and economically friendly means of transport, if possible.**

Please remember that we expect you to arrive before/for dinner time on 25th June 2023 and stay until breakfast on 2nd July 2023 when choosing your arrival/departure times.

- **TRAVEL REIMBURSEMENT**

Travel costs will be reimbursed only for the cheapest way of transport and for the return tickets. Travel expenses are covered by the organisers 100% up to the maximum of unit cost per distance calculator and means of travel, including bank transfer and other appropriate fees (for all the original tickets and ways of travel that are plane, bus, train or ferry, NOT taxi and NOT car).

For distances, less than 500 km one way (by Distance Calculator | Erasmus+), the preferable means of transport are land transportations, such as train and/or bus. If other mean of transport is selected for such travels, e.g. airplane, those will be reimbursed 60% of airfare, in accordance with the principle of environmental awareness and protection.

**Participants must keep all travel documents (tickets, travel agency invoices and boarding passes) as organizers are able to make any reimbursement only on the bases of presented documents!**

**P.S. AT PURCHASING YOUR TRAVEL TICKET, PLEASE ASK FOR THE INVOICE!**

**PARTICIPANTS MUST KEEP ALL TRAVEL DOCUMENTS (TICKETS, TRAVEL AGENCY INVOICES AND BOARDING PASSES) AS ORGANIZERS ARE ABLE TO MAKE ANY REIMBURSEMENT ONLY ON THE BASES OF PRESENTED DOCUMENTS!**

## OVERVIEW OF THE AMOUNTS FOR TRAVEL REIMBURSEMENTS / BY PARTICIPATING COUNTRY:

CROATIA	up to 180,00 €
SLOVENIA	up to 180,00 €
AUSTRIA	up to 180,00 €
SERBIA	up to 180,00 €
ITALY	up to 275,00 €
GREECE	up to 275,00 €
GERMANY	up to 275,00 €



**We suggest to consider eco-friendly sustainable travel options.\***

\*Sustainable means of transport (green travel) is defined as the travel that uses low-emissions means of transport for the main part of the travel, such as bus, train or car-pooling.

### **Further Rules regarding the booking of the tickets and reimbursement:**

- Only the cheapest tickets will be reimbursed. We will not cover tickets with the deviation from the direct route (A - B - A), extra unnecessary stops and layovers. We don't cover seat reservation fees, leisure plus tickets, flexible tariff tickets, extra travel insurances, priority boarding fees, local bus baggage, handwritten tickets or bianco nota bills.
- Only tickets purchased online will be reimbursed. We can't cover travel agencies' fees. Travel agencies invoices for the tickets won't be accepted for reimbursement.
- We can't reimburse taxi or private cars; only public transport will be covered.
- You can arrive maximum 2 days before the activity and depart maximum 2 days after if you want to spend more time in Croatia on your own, provided that the tickets on these days are not more expensive than on the official travel days.

Please don't buy your tickets before we approve them! When you will plan your trip and **BEFORE** buying your tickets, especially if your planned travel itineraries are different than 25th June – 02nd July 2023 please inform us in advance, so we can approve your tickets and travel costs. Also, if you travel from elsewhere than the town and country of the sending organization partner in this project, please, inform us, as we need to approve it as well. Thanks a lot, in advance!

The travel reimbursement will be done by bank transfers after you return home and send us the **ORIGINAL** boarding passes and tickets (and after you submit/send us the filled in evaluation forms of the training course) or in cash if you have all tickets at spot.



- **Practical information**



On 1 January 2023 Croatia adopted the euro and became the 20th member of the euro area.

The unit of currency is **EURO (€)**.

- **Accommodation**

All participants will be accommodated in **Youth Hostel Zadar**. The hostel is situated 5 km from the bus terminal (take bus line no. 5) in the famous Borik tourist zone. In hostel there are terrace with a bar & restaurant, seminar hall, sports ground (basketball, football), baggage room, internet access, tourist info point, and a beach just across from the hostel.

We will be placed in 4-bed rooms (in rooms there are bunk beds) with shared bathrooms. Please note that you should bring your own towels. Breakfast, lunch and dinner will be served daily at the hostel. The Training Course will be held on the ground floor of the hostel. There is a wifi connection in some areas of the hostel, but not in all the rooms. The address of the Youth Hostel Zadar is Obala Kneza Trpimira 76.

Here is link for a hostel Zadar's web site where you can find some info:  
<http://www.hfhs.hr/en/hostels/zadar-youth-hostel-407>

- **Something you should bring**

In order to organise a specialty evening and some tasty intercultural learning, you are very welcomed and invited to bring some specialties from your country or region (food, drinks, candies... ). Music, games, photos and other are also welcome. Also, please bring some promotional material of your organizations and information about the projects organization is having. If possible, bring some sport/casual clothes as well, as we can exchange some games from our countries, at least for energizers.

- **Contact information**

For planning your travel and arrival you are directed to contact the project team by using the mail address. **Veronica Braccacini** is the person in charge of logistics of the project and her phone is below.\*

In case of any problem during your travel or if you need any further information please don't hesitate to contact us!

Official project contact e-mail  
Person in charge of logistics:

**volunteering101@yp-de.org**  
**Veronica Braccacini (+49 174 6034226)**

\*Please for applications use the contact mail address. Contact phone is to be used during the event.