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 | IES BEN GABIROLMálaga -Spain[www.iesbengabirol.org](http://www.iesbengabirol.org)Tlfno 951298509EVS Contact Person (Mentor): amparo Mogollo voluntariadoeuropeo@iesbengabirol.org 687265928 |
| Sending organisation |  |
| Volunteer:  |  |
| Project dates: |  |
| Activity 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 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.**
* **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 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*** 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.
* They will collaborate with our students of Socio-Cultural and touristic coordination planning and carrying out the activities of leisure in schools.
* They will collaborate with our students of Promotion of Gender Equality planning and carrying out the activities planned and implemented
* The volunteer will know the cultural offer in Malaga participating in the cultural activities with our students.
* The Volunteer will also learn or improve his/her Spanish language, as this is our working language
* The Volunteer will participate in the normal working hours, with the mentor or responsible of the activity.
* The mentor will give all the instructions and support for making the volunteer period as much satisfactory as possible.
* Volunteers will have access to the computers, photocopies and all the resources at the school.
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| **E. Practical arrangements** |
| Working hours (9am- 14pm)  | Week timetable. * The normal working day will last six hours and a half, usually in the morning, from 9:00 to 14:00.

Prime example of a working dayThe week will start with the volunteer activities organization with the mentor.-Before the break * Two hours with Erasmus coordination activities (at least two days a week).
* “Language Conversation Breakfast: 3-9 hours a week, with students of further education who are going to have Erasmus mobility during the hours of the modules “libre configuración”.

-During the break* Radio station
* Sport activities
* Traditional games

Whether the volunteer carry out activities during the break he/she will have a rest before or after the normal break.-After the break:: * Youth information point (two days)
* TICs activities (two days)
* General Activities like school garden, Forma joven program, theatre…

Some specific days the volunteer should assist in the afternoon to some activities or meetings. These days the volunteer won’t have to go to school in the morning.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.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. As the Volunteers will work in a School, they will follow the academic Calendar . So they will have one free week called Semana Blanca, at the end of February, and another free week in Easter. |
| 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**  |
| * Erasmus+ KA1 Students Mobilities for Training (Support and Promoting Events)
* SoftSkills Workshops (Preparation and Practice with students).
* VET IES BEN GABIROL Graduation event. (Support and attend)
* IES BEN GABIROL Graduation event. (Support and attend)
* English Workshops (preparation and practice).
* Special Needs Students Support Activities (Supporting and Practice with students).
* Co-Education. (Supporting and Practice with students).
* Cultural Activities (Supporting and attend).
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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) | Ángel Marçia Haro Valero Headmaster |
| Date and place | 25/06/2018 |
| 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.