

[EUROPEAN VOLUNTARY SERVICE]

# [CREATIVE YOUTH]

[ERASMUS+]

[2015/2016]



**BACKUP**  
APOIAMOS O TEU FUTURO

**Dear Volunteers,**

On behalf of BACKUP team we would like to welcome you as a part of our project. We will be pleased to have you here. We hope all together to make a good project. We hope this infopack will be useful for you and help your preparation and adaptation period.

**PROJECT DETAILS**

Venue: Vila Real de Santo António, Algarve, Portugal

Dates: 01<sup>st</sup> April 2016 – 25<sup>th</sup> October 2016 (7 months)

Hosting Organisation: Associação Backup ([www.yourbackup.pt](http://www.yourbackup.pt))

**DESCRIPTION OF THE ORGANISATION**

‘BACKUP’ is a non-profit youth association which was founded in 2013, based in Vila Real de Santo António (Algarve, Portugal), that aims to promote youth empowerment, community development and enhance youth participation in civil society. Our mission is encouraging active participation of young people in the development of their community, by empowering them, offering working spaces, tools, opportunities and the necessary support to ‘backup’ their projects.

We work in several fields like trainings, youth exchanges, volunteering service, youth policies, community development, social inclusion, intercultural dialogue, social entrepreneurship, advocacy, democratic citizenship and human rights education.

Along with the local community and local/regional projects, ‘BACKUP’ also promotes international projects/activities with an extensive network of partners and in cooperation with other institutions.

‘BACKUP’ follows transversely in its projects and activities the principles of non-formal education.

We are an accredited organization in the National Register of Youth Associations (RNAJ), member of City Youth Council of Vila Real de Santo António, member of the Youth Platform of Vila Real de Santo António civil parish, member of the international network Anna Lindh Foundation, co-founder of FAJALG (Algarve Federation of Youth Associations) and co-founder of AIM (International Federation)

Currently the ‘BACKUP’ office is composed by 5 staff members, plus punctual local volunteers and collaborators.

**LOGISTICS & PRACTICAL INFO**

**ACCOMODATION**

Associação BACKUP, will provide the lodging in a flat near to the office and city center. The volunteers will have to share the room with another volunteer. The flat is fully equipped and the location is near to supermarkets, pharmacy and shops. Volunteers will have access to internet in home and our office also. We will give to the volunteers a mobile card through which they will be able to make calls between them for free. Charging the card will be the volunteers’ responsibility.

### **FOOD ALLOWANCE & POCKET MONEY**

A monthly allowance of 145€ will be provided by BACKUP to cover food expenses. Every month the volunteer will receive 100€ for pocket money. The money will be transfer to bank accounts that we will open for them.

### **WORKING HOURS & DAYS OFF**

Volunteers will have two days off per month. They can enjoy the official national holidays too. The standard timetable of volunteers is from 9h30-14h30. Volunteers have days off on Saturday and Sunday. If there's an event during the weekend and volunteers are working in it, they can take 2 days-off to compensate. The holidays have to be negotiated with BACKUP and it's not possible to leave them all for the end of project.

### **LINGUISTIC SUPPORT**

BACKUP will provide to the volunteers, dictionaries and the accompanying learning book of the Portuguese language following a language course given by a professional teacher. The language course will be tailored according to the possible current level of the volunteers and will occupy 3 hours per week, two times per week.

## **INVOLVEMENT OF VOLUNTEERS**

The EVS Volunteers will be part of the organization at full sense - they are going to support the work of the team in the different areas and activities, to be integrated with the youngsters that come to BACKUP and they themselves are going to be responsible for developing their own personal projects and activities. We will motivate our volunteers to learn the Portuguese language and get involved with Portuguese people. Above all we wish the EVS volunteers to have a personal enriching experience and that this project suits their expectations and allows them to use their creativity and express themselves freely.

The integration of the volunteer is thought to happen in two different periods: in the first period, which will comprise the first month after the arrival, the main goal is to create the basis for the development of the project, providing the volunteers with the opportunity to learn the language, with the facilitation of a basic portuguese course; to have the first contact with the local community; to get to know BACKUP and the different kinds of activities developed, and to get to know all the specific projects being run at the time of their stay. During this period, the volunteer will also have the time to evaluate and plan what will be their involvement and tasks. This is intended to be more of a preparation period, where the grounds for the volunteers' participation and learning process will be created.

In a second period, the volunteer will engage more directly in the tasks foreseen, which are described below, with full support from the tutor and from the staff of the association. A very important part of the project in BACKUP will be dedicated to the development of one of more personal projects within the interests of the volunteer. This will require a pro-active attitude from the part of the volunteer. The volunteers will have the possibility to share their knowledge by organizing some workshops, and can bring in new ideas and personal skills in other formal trainings and non- formal workshops we promote. With this organisation of the project we intend to privilege the development of the volunteers' personal skills, thus creating both formal and non-formal opportunities. At the same time, the service of the volunteers will bring a strong added-value both to BACKUP and to the community in general,

through the direct results of their work and through the different points of view that they will bring.

### **ACTIVITIES PROPOSED TO THE VOLUNTEERS**

Volunteers will be involved in different tasks focused on the empowerment of young people and local community development. They will both work individually or together. The volunteers will always receive proper support from the staff whether developing their own personal projects or with other volunteers or staff members. We would like to provide the volunteers with the opportunity of participate in our youth projects in order to improve their skills and knowledge in youth work and for gaining useful work experience.

Specific tasks to be delivered by the volunteers:

- ✓ Participating in the coordination and implementation of activities, in articulation with the association's staff or with other volunteers (seminars, workshops, cultural activities and others);
- ✓ Developing and implementation of their own local activities / projects (workshops, cinema sessions, language tandems, group discussions) with follow up and evaluation;
- ✓ Supporting other local volunteers in developing their own projects (Youth Initiative Incubator);
- ✓ Collaborate with local associations in punctual activities;
- ✓ Workshops and speeches about Erasmus+ and other international opportunities in schools, job centers and relevant stakeholders;
- ✓ Supporting BACKUP in the communication, marketing and promotion strategy (video; photography; documentaries) - promoting the valorisation of the project and visibility of the Erasmus +;
- ✓ Supporting in administrative work (if needed), and in our local, national and international projects;
- ✓ Integrating the youngsters who come to visit us, by introducing them BACKUP and our work;
- ✓ Participating in writing and developing of projects applications and fundraising activities;

All volunteers may also participate / collaborate with:

- ✓ Youth Department of the Municipality of Vila Real de Santo António;
- ✓ Local NGO's.

### **STANDARD TIMETABLE OF ACTIVITIES**

Please take into consideration, that this is a standard timetable of activities. The daily schedule is subject to change upon arrival when discussed with the volunteers, accordingly to their motivations, interests and learning needs. BACKUP will provide an internal training, when the volunteers arrive to put the volunteers in touch with our projects and working methods. We will create also a personal development / learning plan for each volunteer.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
10h-11h	TEAM MEETING	YOUTH MOBILITY CENTER	OFFICE SUPPORT	WORKSHOPS & OTHER ACTIVITIES	OFFICE SUPPORT
11h-12h	VOLUNTEERS PROJECTS COACHING		REPORTING & ARTICLES		VOLUNTEERS LEARNING ASSESSMENT

12h-13h	LUNCH BREAK				
13h-16h	OFFICE SUPPORT	WORKSHOPS & OTHER ACTIVITIES	VOLUNTEERS PROJECTS	YOUTH MOBILITY CENTER	VOLUNTEERS PROJECTS
16h00- 17h30	PORTUGUESE LANGUAGE COURSE		PORTUGUESE LANGUAGE COURSE	YOUTH INITIATIVE INCUBATOR	PLANNING THE NEXT WEEK & EVALUATION
20h-21h	FREE TIME	FREE TIME	CULTURAL ACTIVITIES	FREE TIME	FREE TIME

## TRAVEL COSTS

For travel costs there is contribution based on the travel distance per participant from their place of origin to the venue of the activity and return. Anyway, before completing a purchase of the ticket (just oneway) the volunteer or the sending organization will have to contact with the coordinator of the project, who will give the authorization to go on with the purchase of the ticket.

	ORGANISATION	COUNTRY	PAX	MAXIMUM AMOUNT PER PARTICIPANT
1	CONSEJOVEN	SPAIN	1	180€
2	INFAP	ITALY	1	275€
3	JEDENSWIAT	POLAND	1	360€
4	SIW	NETHERLANDS	1	275€

Reimbursement of travel costs will only be done upon presentation the original tickets with boarding passes and receipt/invoices. Reimbursement will be done in EUR by bank transfer - regardless of the currency indicated on your ticket and receipt/invoice. After the EVS project, once we receive the boarding passes and all the tickets, receipt/invoices by post from the volunteers.

**Please note**, if you bought your ticket in your local currency which might be different than EUR, we will calculate your travel costs according to the exchange rates from official European Commission website for the month of ticket purchase:  
<http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en>

## ARRIVALS

### **FROM LISBON AIRPORT - ORIENTE TRAIN STATION – VILA REAL DE SANTO ANTÓNIO:**

- Aeroporto – Oriente (METRO)
  - <http://metro.transporteslisboa.pt/eng/>
  - **Price:** 1,90€
- Lisboa Oriente – Vila Real de Santo António
  - <https://www.cp.pt/passageiros/en/train-times>
  - **Price:** Between 23€ - 30€
  - Check Benefits & Discounts: <https://www.cp.pt/passageiros/en/discounts-benefits/Discounts>

### **FROM LISBON AIRPORT - SETE RIOS BUS STATION – VILA REAL DE SANTO ANTÓNIO:**

- Aeroporto – Sete Rios (Bus Station)
  - <http://metro.transporteslisboa.pt/eng/>

- **Price:** 1,90€
- Sete Rios – Vila Real de Santo António
  - <http://www.eva-bus.com/>
  - <http://www.rede-expressos.pt/default.aspx>
  - **Price:** Between 16€ - 20€

**FROM FARO AIRPORT TO VILA REAL DE SANTO ANTÓNIO:**

- If you arrive in Faro airport we will manage to provide you with transportation to Vila Real de Santo António.

**FROM SPAIN (CIUDAD REAL) TO VILA REAL DE SANTO ANTÓNIO**

- Ciudad Real Train Station – Sevilla Train Station
  - <http://www.renfe.com/>
- Sevilla Bus Station (Plaza de Armas) – Vila Real de Santo António Bus Station
  - <http://www.eva-bus.com/>
  - **Price:** Between 15,30€ - 18€

**PLEASE REMEMBER YOU SHOULD NOT BUY THE TICKETS BEFORE YOU GET CONFIRMATION FROM US!**