

## Call for participants Volunteering Projects Management seminar

23-29 April 2020

*Emen, Veliko Tarnovo region, Bulgaria*



Dear partners and participants,

We would like to invite you to participate in the **Volunteering Projects Management seminar** that will take place in Emen village, near Veliko Tarnovo, Bulgaria in the period **23<sup>rd</sup> till 29<sup>th</sup> April 2020** and will gather **32** representatives of organizations from 13 countries - **Austria, Czech Republic, Estonia, Germany, Hungary, Italy, North Macedonia, Poland, Romania, Slovakia, Spain, Turkey and Bulgaria.**



## About the project “Volunteering from A to Z” project

The project “Volunteering from A to Z” aims at improving and enhancing the quality of the implementation of volunteer projects with a focus on ESC and thus ensuring the activities of these projects are achieved more effectively for both the main actors (volunteer, host organization, supporting organization, mentor, supervisor) as well as for the other affected - target group, local volunteers, local community, etc. We want to achieve clarity, understanding and successful implementation of all steps in delivering high quality, meaningful and balanced service-learning volunteer projects by partner organizations as well as provide space and opportunity for networking and collaboration in which organizations can help and support themselves during the realization of their current and future volunteer projects.

The project has duration of 14 months (from 1st August 2019 till 30th September 2020) and two project activities will be organized – [Volunteers Management training](#) (happened in November 2019) and Volunteering Projects Management seminar (April, 2020). The programs of the two activities are organized in building up thematic modules to provide new information, enhance knowledge and develop the skills of participants, and enable participants to share in a safe and creative environment. The programs also include visits of guest lecturers who are experts in the field and will further contribute to the learning and development process.

The **specific objectives** of the **Volunteering Project Management seminar** are as follows:

- raising awareness on the philosophy of volunteering and the opportunity to realize quality and successful volunteer projects
- providing principal information on volunteer projects, basic documents defining rights, responsibilities and roles of the main stakeholders involved
- deepening knowledge of the overall process of managing volunteering projects, and acquiring the skills to effectively structure activities throughout the project cycle - needs assessment, preparation, application, implementation, evaluation, follow-up activities, dissemination of results
- encouraging the use of non-formal learning methods and creativity in the implementation of volunteering projects
- sharing practical and useful advice from experience in volunteering projects
- developing practical skills for managing and implementing quality volunteering projects in view of the risks and changing realities and the challenges we face
- sharing good and not-so-good volunteering projects practices and stories aimed at improving the quality of future volunteering projects
- creating a supportive and shared group of organizations for the purpose of future collaboration and assistance in the volunteering projects management
- increasing understanding of Erasmus +: Youth and European Solidarity Corps programs and the volunteering opportunities they offer.

### Dates and venue of the seminar

The seminar will take place from **23<sup>rd</sup> (afternoon) till 29<sup>th</sup> April 2020** (5 full working days and two days - 1 arrival – 23<sup>rd</sup> April and 1 departure day - 29<sup>th</sup> April) in Bulgaria, in **Imeniето hotel**, Emen, (<http://imenieto.com/en/>), in the Veliko Tarnovo region. The participants need to arrive in the afternoon on 23<sup>rd</sup> April and depart on 29<sup>th</sup> April 2020.



### Partner countries, organizations and participants

**Service Civil International Österreich – Austria**  
**European YouthCentre Břeclav z.s. – Czech Republic**  
**ESTYES – Estonia**  
**SCI Germany – Germany**  
**Útilapu Hálózat – Hungary**  
**SCI Italia – Italy**  
**Center for Intercultural Dialogue – North Macedonia**  
**One World Association – Poland**  
**Asociatia Tinerilor cu Initiativa Civica (A.T.I.C.)– Romania**  
**Youth for Equality– Slovakia**  
**Las Niñas del Tul – Spain**  
**System and Generation – Turkey**  
**CVS-Bulgaria – Bulgaria**

Each partner organization will be represented by **2 participants**, and Bulgaria – the receiving country - will be represented by **4 participants**.

### Profile of the participants

The seminar is for:

- project managers, coordinators, supervisors and support staff of volunteering projects (short and longterm projects)
- Age 18+
- Willing to share knowledge, ideas, useful tips
- Willing to practise and multiply learning after the seminar
- Able to understand and express themselves in English
- Are committed to attend for the full duration of the event
- Are committed to do a follow-up/dissemination activity to be implemented in their country after the seminar

**Travel costs** - Reimburse of the travel tickets will be done according to the rules of the Erasmus+ programme based on distance calculation. The reimbursement will be made after the seminar, after the participants provide all original travelling documents (coming and return). Please keep your **original tickets and boarding passes**.

**Austria** – up to 275 Euro  
**Czech Republic** – up to 275 Euro  
**Estonia** – up to 275 Euro  
**Germany** – up to 275 Euro  
**Hungary** – up to 275 Euro  
**Italy** – up to 275 Euro  
**North Macedonia** – up to 180 Euro  
**Poland** – up to 275 Euro  
**Romania** – up to 180 Euro  
**Slovakia** – up to 275 Euro  
**Spain** – up to 360 Euro  
**Turkey** – up to 275 Euro  
**Bulgaria** – up to 30 Euro

For the reimbursement to take place participants will need to attend at least 90% of the seminar.

Breakfast, lunch, dinner and coffee breaks during the seminar duration will be provided by the organizers.

The placement fee to be paid to the sending organisation is 80 Euros (70 Euros for SCI members).

**Insurance** will be also provided by the organizers. The participants are encouraged to bring European Health Card as well.

All participants will receive **Youthpass** upon successful completion of the seminar.



## Application procedure

If you are interested in participating, apply by **27.01.2020** filling in the online application form: <https://forms.gle/uSBmV8h2JRqTjgsR9>

The final selection will be done by CVS-Bulgaria, giving priority to candidates proposed by the Partner Organisations as long as their application is submitted within the deadline and the candidates profile fits with the participants profile envisaged in this call. Selected participants will be informed by **10.02.2020**. All applicants will be informed about the final decision.

For any further questions, please contact us at [trainings@cvs-bg.org](mailto:trainings@cvs-bg.org) or at + 359 884 766 435.

Volunteering from A to Z team,

Kathy and Natalie



## Information about CVS-Bulgaria

CVS-Bulgaria is a non-governmental organisation that has been working in the field of international volunteer exchange since 1998 and was officially registered in 2002 as an organisation working in public benefit. CVS-Bulgaria is a branch of the international peace and volunteer-exchange network of Service Civil International (SCI - [www.sciint.org](http://www.sciint.org)) and a full member of South Eastern European Youth Network (SEEYN - [www.seeyn.org](http://www.seeyn.org)). CVS-Bulgaria aims to promote the values of volunteer work through organising variety of voluntary activities; to motivate young people to be active and participate in volunteer actions - thus taking part in the development of the civil society; to promote and support intercultural understanding and solidarity, social justice and environment preservation. Main activities of CVS-Bulgaria are: organising short- and longterm volunteer projects, youth exchanges, trainings, hosting and sending volunteers for projects in public benefit in Bulgaria, Europe and the world, as well as working in partnership with other NGOs on local and international level to promote volunteering as a tool for active citizenship.

Since 2003 CVS-Bulgaria has been sending, hosting and coordinating EVS volunteers. For those 16 years we have been working with more than 150 longterm and shortterm EVS volunteers.

### CVS- Bulgaria trainings from A to Z

**“EVS from A to Z”** in 2015 - the main goal was to build and extend the capacity of the organizations in planning, implementing and evaluating EVS projects of high quality. **“Mentoring form A to Z”** in 2017 - the aim of the project was to develop and improve the competences of mentors in dealing with longterm volunteers and thus to ensure the implementation of LTV/EVS projects of high quality by providing an adequate, prepared and trained personal support system for the volunteers.

**“Human Rights from A to Z”** - the aim of the project was to cover the basics on the topic of Human Rights and Forced Migration and to inspire activists to seek and actively contribute to change in their local community, Europe and the world. More information about the project can be found [here](#).

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	Day 1 - Thursday 23/04/2020	Day 2 - Friday 24/04/2020	Day 3 - Saturday 25/04/2020	Day 4 - Sunday 26/04/2020	Day 5 - Monday 27/04/2020	Day 6 - Tuesday 28/04/2020	Day 7 - Wednesday 29/04/2020
Morning session	<p><i>Arrival of Participants</i></p> <p><i>Meeting point in Sofia</i></p> <p><i>Meeting point in Veliko Tarnovo</i></p>	<p><b>Project Volunteering from A to Z introduction</b></p> <p><b>Our Organizations:</b> background and experience</p>	<p><b>Need assessment:</b> Organizations and local community</p>	<p><b>The Ingredients of a successful project</b></p>	<p><b>Outcomes and results:</b> dissemination and multiplication</p>	<p><b>Tips and Tricks</b> for successful volunteering projects management</p>	<i>Departure of participants</i>
Delicious Break		11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	11:00 - 11:30	
Morning session		<p><b>Good and not-so-good practices</b> from volunteering projects management</p>	<p><b>Collaboration with partners and within networks</b></p>	<p><b>Administration of volunteering projects</b></p>	<p><b>Impact thermometer 1</b></p>	<p><b>Volunteering from A to Z – Notebook Planner</b></p>	
Lunch break		13:00 – 15:00	13:00 – 15:00	13:00 – 15:00	13:00 – 15:00	13:00 – 15:00	
Afternoon session		<p><b>Philosophy of Volunteering:</b> roles, rights and responsibilities</p>	<p><b>Risk assessment of the volunteering projects</b></p>	<p>Free afternoon</p> <p>/exploring Veliko Tarnovo/</p>	<p><b>Impact thermometer 2</b></p>	<p><b>What's next?</b></p>	
Delicious Break	16:30 – 17:00	16:30 – 17:00	16:30 – 17:00	16:30 – 17:00	16:30 – 17:00		
Afternoon session	<p><b>Welcome and orientation:</b> Welcoming and Get to know each other</p>	<p><b>Project cycle:</b> needs assessment, preparation, application, implementation, evaluation, follow-up activities, dissemination of results</p> <p><b>Reflection teams</b></p>	<p><b>Challenge the challenges</b></p> <p><b>Reflection teams</b></p>	<p>Free afternoon</p>	<p><b>Open Space</b> ●●</p> <p><b>Reflection teams</b></p>	<p><b>Evaluation and closure</b></p>	
Dinner	19:00 – 20:30	19:00 – 20:30	19:00 – 20:30	19:00 – 20:30	19:00 – 20:30	19:00 – 20:30	
Evening session	Welcome evening	Non-formal learning games	Inspiring projects – videos	Dinner out	Free evening	Here we go party	