VOLUNTEERING ASSISTANCE PROGRAM BOOKLET

A STEP-BY-STEP GUIDE FOR THE POTENTIAL VOLUNTEERS, SENDING AND HOSTING ORGANIZATIONS IN EUROPE AND ASIA

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Selection, preparation and edited by: Mladiinfo Slovensko Organization in charge of coordination of the project

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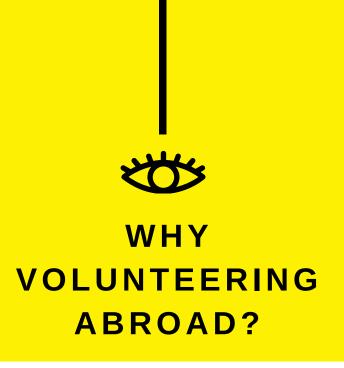
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I AM A POTENTIAL VOLUNTEER

WHAT SHOULD I KNOW BEFORE JUMPING INTO VOLUNTEERING?





The more we give, the happier we feel. Being able to engage in the altruistic act of giving back to communities, promoting good and improving the quality of life of others is something that can only benefit everyone involved. Regardless of where your interests or passions are—there are volunteering opportunities and structured ways to give back for every person.

Local volunteering or volunteering abroad provides you with the priceless opportunity to meet new people, enlarge your network of contacts, travel, immerse yourself in different cultures and adventure into new places, opening your mind and heart to a new people and communities.

It can be an amazing life experience and is an effective and significant means to help assist in solving social problems through direct action. It is a great experience that will help you develop yourself while helping others.



Exposes you to a new culture, language, habits and traditions

Brings you a chance to meet like - minded people

Gives you a sense of fulfillment knowing that you are able to help others

Helps you to develop your skills in different areas





BENEFITS OF VOLUNTEERING?

Gives you the opportunity to see the country through the eyes of local



Allows you to take a break from your normal routine

Provides you with a meaningful experience by helping others

BENEFITS OF VOLUNTEERING

As a volunteer abroad, there are a lot of priceless benefits that you can gain from this experience:

It gives you the opportunity to see the country through the eyes of local

Being a volunteer abroad is one of the best ways to explore new places. Volunteering abroad not only allows you to travel to almost any destination in the world, but it also provides you with the unique opportunity to explore, experience and see the country you are in through the eyes of a local.

It allows you to take a break from your normal routine

If you are a student, an office worker or anyone who wants to take a break from their regular routine, volunteering abroad is a great way to do so. Many of the volunteering programs abroad run all year-round, so you can take the advantage of your summer break or gap year at work or at university to volunteer and break that standard 09:00 - 17:00h routine.

It provides you with a meaningful experience to help others

Despite the multitude of positive reasons there are to volunteer abroad - at the end of the day, at the core of the activity - volunteering is about giving back. About doing good. About offering help and assistance to communities, environments, people or animals who are in danger or less fortunate or unable to take care of themselves.

BENEFITS OF VOLUNTEERING

It exposes you to a new culture, language, habits and traditions

Being a volunteer is a great way to expose yourself to a different cultures, languages and traditions of the places you visit, really bringing you the opportunity to appreciate diversity and all the spectacular colours it brings to the world.

Based on the shared experiences of the volunteers volunteering abroad, all of them described the volunteering as "life - changing" experience. They returned back home with a better understanding and tolerance for others as well as a greater appreciation and new life perspectives.

Allows you to meet a like - minded people

Volunteering abroad is giving you the opportunity to meet like-minded people who are on the same journey as you - fighting the worldwide problems and helping to the underprivileged ones.

It gives a sense of fulfillment knowing that you are able to help others

There is nothing more fulfilling than being able to help others without expecting something in return. What makes it all more rewarding is to know that your mere presence can give these people hope knowing that somebody genuinely cares for them.





WHAT CAN I DO?

There are many opportunities for you to help others, use your skills, gain new ones and become involved with some fantastic groups to make an important social, cultural, environmental and economic contribution in our community.

Think about what you're good at doing, what your interests are, and what kind of projects you enjoy. If you like writing, for example, you may be able to help an organization with its written materials, such as newsletters. If you are talented at event planning, you might be able to help organize events and fund-raise or take on administrative tasks.

If you identify the things you want to avoid as a volunteer, you will be happier in the projects you do eventually choose.

Volunteering activities can include everything from working with people with fewer opportunities, to teaching English, from painting fences to organizing sport activities! To help inspire you and get you started, we have compiled some of the most popular volunteering activities on the following illustration:

marketing social work

office work

organizing events art & music

theater tutoring

youth work

teaching

YOUR RIGHTS AND RESPONSIBILITIES AS VOLUNTEER



RESPONSIBILITIES

Come as scheduled and on time

You should be present on the date and time agreed upon. If for some reason you cannot come to work, make sure to inform your supervisor or volunteers' coordinator.



Carry out your tasks efficiently and honestly Performing your duties well and to the best of your abilities is expected when volunteering.

Participate in orientations, trainings and meetings



To learn more about your role and to acquire the proper knowledge and skills, you are expected to be present at on-arrival and mid-term trainings and meetings. If you have questions, suggestions or requests, these are the proper venues to raise the them. Notify the coordinator as soon as possible if you are unable to attend a training session or carry out their assigned tasks.



Express to the volunteer coordinator your satisfaction or dissatisfaction with the job assigned and suggest improvements or changes.



Receive an orientation in the organization (on-boarding) Before you start in your role as volunteer, the organization should orient you about the organization. You should learn its mission and your role in fulfilling this goal. You should also be briefed about the kind of environment that you will be working in and the people that you will meet, serve and report to.

Get training for your position

You should be given appropriate training for your role to be equipped with the right skills and knowledge to fully execute your responsibilities.

Be provided a safe and supportive environment

The hosting organization should ensure that you have a safe work environment so you can fulfill your responsibilities without any barriers.



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Be reimbursed for volunteer work-related expenses In most of the cases, the hosting organization will reimburse you the expenses related to work.



Have regular performance evaluations

You should receive regular feedback about your work from your supervisor or coordinator, so you can constantly improve yourself.

I RECOMMENDED VOLUNTEERING PROGRAMS

The European Solidarity Corps is European Union initiative which creates opportunities for young people to volunteer or work in projects in their own country or abroad that benefit communities and people around Europe. You can register for it when you are 17 years old, but you cannot start a project until you are over 18. European Solidarity Corps projects will be available to people up to the age of 30 years old. After completing a simple registration process, European Solidarity Corps participants could be selected and invited to join a wide range of projects, such as helping to prevent natural disasters or rebuild afterwards, assisting in centres for asylum seekers, or addressing different social issues in communities.



Projects supported by the European Solidarity Corps can last from two to twelve months.



EU Aid Volunteers (European international volunteer programme for humanitarian missions abroad) is an initiative by the European Commission's department for Civil Protection and Humanitarian Aid Operations (ECHO) and is managed by the EU Executive Agency for Education, Audiovisual and Culture (EACEA). It offers EU citizens aged 18 or over, as well as those resident in Europe for a lengthy period, the opportunity to be involved in paid foreign voluntary work in humanitarian aid projects worldwide.

EU Aid Volunteers (2016-2020) is enabling more than 4,000 European citizens to become volunteers so that they can contribute to and support – through their time, work and specific skills – the humanitarian missions already active in the countries with the greatest need. It is training over 4,400 professionals belonging to the local organisations that will welcome and coordinate the volunteers. It is offering 10,000 online volunteering opportunities.



VOLUNTEERING IN ASIA

Volunteering in Asia is an individual way to contribute to the well-being of the world's largest continent. From the breathtaking Himalayan Mountains to the rain forests of Southeast Asia, you can experience Asia very closely through volunteering programs.

In this booklet, we will be focused on the European Voluntary Service (European Solidarity Corps) and the volunteering experience in three Asian countries: Thailand, Cambodia and Vietnam.

General preparations for volunteering in Asia:

The time has finally come - you are going to Asia for an unforgettable volunteering experience! The months you will spend helping others will be rewarding, fascinating, and life-changing. Asia is a wonderful and exotic continent; from India to Vietnam and Nepal to Malaysia, there are endless places to discover. If you decide to volunteer in Asia, you will never regret it. However, the culture shock is real, since every country in Asia has different traditions. If you don't know the conventions, some faux pas in Asian countries can take you to misunderstandings. No worries! With this short guide based on the experience of volunteers that attended volunteering there, you will never take a misstep while volunteering in Asia (or at least you'll reduce your chances!).



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DON'T - Touch people on the head, not even children

Spirituality is very important in Asia. Heads are considered the most sacred body part, where the spirit is believed to reside. It would be rude, and even an insult, to touch someone there. This also applies to children.

DON'T - Point at people with an index finger or the soles of your feet.



One of the most unconscious missteps you might take in Asia involves pointing at people the wrong way. In Asia, it is rude to point at someone with the index finger. Instead, make a closed fist with the thumb pointing at the person you want to signalize. In a similar way, it is rude to beckon to someone with your palm upwards and moving your fingers toward you; instead, you should extend your hand with the palms down and curl your fingers to your body. You should also be careful with the soles of your feet because they are not supposed to point at people; in holy places, it is absolutely taboo to have your soles facing an altar.

DON'T - Shake hands or hug



In Asian countries, especially if they are predominantly Muslim cultures, like Malaysia or Indonesia, it might not be appropriate to shake hands with members of the opposite sex. Self-introductions are also not common in places like Thailand, so you should wait to be introduced to new people. If you are unsure about how to behave, wait for the other person to extend the hand to greet you.

Never take these salutations as rude, Asians are actually very hospitable and kind people!

V DO'S

DO - Eat with your right hand.

In many Asian countries, it is common to eat with your hands. If you really want to integrate yourself into the culture and have an authentic food experience, I would suggest you try eating with your hands as soon as possible. It's an art to learn how to properly eat with your hands and not finish with rice up to your elbow, but it's really fun either way! Just keep in mind that you are not supposed to eat or even touch the food with your left hand in many countries. The reason for this custom is that left hand is considered unclean, as is the hand used for hygienic purposes and also to remove your shoes. It is also rude to touch people with your left hand, offer gifts, or pick up money with it.

DO - Remove your shoes before entering a house.

The main reason for this custom is because it's clean. In order to avoid taking the dirt and bacteria from the streets into the houses, it's better to keep shoes outside. Hygiene aside, this is a tradition in Asia and keeping your shoes inside a house would be disrespectful.

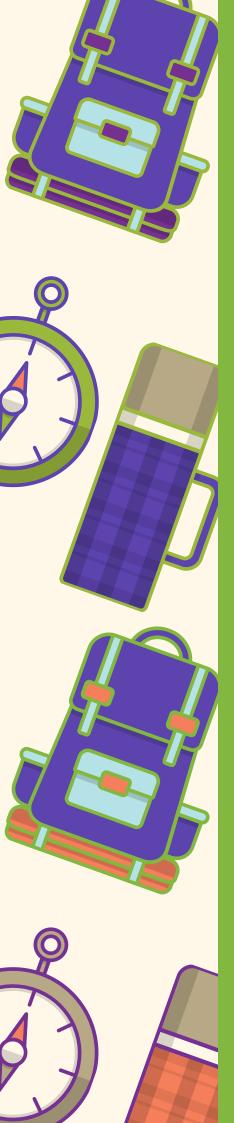
DO - Avoid public displays of affection.

In Western countries, it might be common to hold hands with your partner or kiss in public, but you have to be extremely mindful about this in Asia. Nowadays, some countries are more relaxed. But if you want to avoid uncomfortable situations, is better to refrain from any kind of intimacy in public.

DO - Wear appropriate clothes, especially in temples and religious places.

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This applies mostly to women. In most Asian countries, it's not appropriate to show your shoulders and knees. If you work with locals or in closed communities, far from big cities, you must acknowledge and adhere to the dress code even more closely.Dress is especially important in temples and religious places. Religion is essential to everyday life in Asia.



BEFORE YOU GO, YOU NEED TO KNOW

WHAT DOCUMENTS TO PREPARE

PACKING LIST

SAFETY AND SECURITY

VACCINATION

CULTURAL DIFFERENCES

WHAT DOCUMENTS TO BRING ?

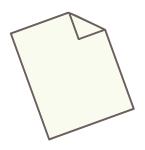


PASSPORT

 Check the expiration date of your passport (minimum 6 months after departure date) and make a copy of the same

INSURANCE

• Print your insurance confirmation.





VISA

 Each country has a different rule of entry and some countries will require you to apply for a visa before you travel. As visa requirements often change, for travelers in Asia it can be difficult to plan things – like budget and duration of travel. Here, we have done our best to compile the latest visa information in Asia to make it easier for you to plan your trip. Please be aware that information regarding visas is particularly vulnerable to change and be sure to get in touch with your hosting organization before you apply for visa on your own.



YOUR PACKING LIST

- A Backpack
- A Travel Pillow
- Ear Plugs
- A Quick-Dry Towel
- Diarrhea Treatment
- Below-the-Knee Skirts or Trousers
- Durable Shoes
- Flip-Flops
- Travel Adapter
- Portable Phone Charger
- Sun Protection and a Hat
- A Light-Weight, Waterproof Jacket
- Bug-Repellent
- Tiger Balm or Cortisone Cream





SAFETY AND SECURITY

The large majority of Asian countries are safe, and travelers return home without encountering any serious issues.

Common safety advices should be followed:

- Carry as little cash as you can!
- Don't keep your wallet in your back pocket;
- Beware of individuals who act strangely and who try to divert
- your attention in order to steal your belongings;
- Pay special attention while sitting on restaurants and café terraces, when you are withdrawing money from ATMs or near tourist attractions;
- Never keep your mobile phone or wallet on the table of a café or restaurant;
- Don't wear expensive jewelery in an ostentatious way;
- If an attacker tries to snatch your bag, don't try to stop them as you will risk being injured;
- Protect your personal belongings at all times, especially your ID and passport. Petty crime, like bag snatching and pick-pocketing, is a serious problem around touristic areas and on public transport.



VACCINATION

Getting vaccinations for travelling to some parts of Asia is something you should do at least a month, perhaps even several months before setting off on your travels as it will take time for the vaccine to kick in and for your body to be fully protected. With some vaccines, you will need several doses over a period of a few months, so without a doubt, this should be one of the first things that you think about when preparing for your travels to Asia.

Research which vaccinations you may need for the country that you are volunteering at. Some vaccinations may be recommended, but not required. You may not want to get all the vaccinations that are recommended by the travel nurse.

Check if you have immune-competence problems because of diabetes or HIV. If you do, consult your doctor before getting any vaccination.



CULTURAL DIFFERENCES



Major cultural differences between countries in Europe and Asia

OPINION

European: European speakers usually present their opinions in a straight and candid way. They want to make sure that their points are being delivered but of course, being impolite is not their intention.

Asian: Asians love discussing, they can literally talk about a topic for hours and still wonder what the conclusions are. They usually go passive-aggressive to avoid crashes that may occur.

LIFESTYLE

European: Individualism is essential. They motivate themselves rather than by the approval or the respect of others.

Asian: People tend to be more collective and caring. Success and failure are shared because it shows that you're a part of the community.

WORK NETWORKING

European: People tend to be more interested in building connections to get ahead and be successful.

Asian: Relationship management is the crucial part in one's employment society. It's who you know that gets you there, and what you know that keeps you stable in that position.



MEALS

In Europe: In the European world, breakfasts are smaller and colder. Eating yogurt with fruits in the morning is considered light and healthy.

In Asia: From Asians' point of views, food is abundant with nutrients and hardly ever served cold. Breakfast is the most important meal of the day because it energizes you after a long sleep and food plays an important role in Asia society as it brings intimacy into the group.

PUNCTUALITY

European: The Europeans' mentality is based on time management. Everyone's time is precious so it's very important to respect each others' time by being on time for an appointment.

Asian: Asians focus more on the culture and intimacy, so time is not their top priority to take into consideration.

Of course, there is some truth in these statements, but living in a modern world makes people grow more similar. But the most important thing about culture is that: it's not good or bad, it's just different. Both ways can lead to an effective result in the end.



COUNTRY SPECIFICS

THAILAND VIETNAM CAMBODIA

THAILAND

Visa:

Upon arrival in Thailand you receive a one-month Tourist Visa. Short-term volunteering is viewed as 'eco-tourism' for short periods i.e. (4 weeks or less). If you wish to volunteer or longer than 4 weeks, you may wish to consider getting a visa before you leave, from your local Thai Embassy.

To formally volunteer for a longer period in Thailand, you must apply for a 'Non-Immigrant O Visa' at a Thai Embassy before you arrive, which is valid for 12 months. You will need the following:

- Your passport with at least one empty page.
- Two passport photos.
- Evidence of at least \$500 USD in funds.
- A letter from the organization you'll be volunteering with asking for temporary stay for your volunteering purposes.
- A visa application form which can be downloaded from the official Thai embassy website.

Security:

Crime in Thailand is usually quite low compared to other international destinations, and violent crimes against foreigners are rare. However, crimes of opportunity can happen and require certain precautions.

To avoid falling victim to pickpockets, expats should keep a close eye on their purses and bags in crowded places. In Bangkok particularly, foreigners should be wary of being targeted by thieves who ride as passengers on a motorcycle and grab victims' bags as they pass. If this does happen, expats are advised not to resist as these thieves have been known to drag victims alongside the motorbike until the bag comes off or to quickly use a sharp knife to detach the bag. Any mugging or pick-pocketing incidents of this sort should be reported to the police as soon as possible.

Source: https://southeastasiabackpacker.com/visa-volunteering-guide/

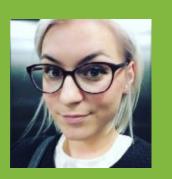
VOLUNTEERS EXPERIENCE IN THAILAND

"For me, volunteering in Asia was a really big challenge. As a volunteer, I had to get used to a culture that is significantly different from ours. I think I managed to do it and I enjoyed volunteering.

Thai people are very nice and they were always smiling. The only thing that was bothering me was that Thai people always procrastinating. The strange thing about Thailand is their food, which is excellent, but sometimes it is still moving on a plate. Volunteering has allowed me to broaden my horizons and get to know great people. I think every young person should try something like this before they settle down and start a family."



JAROSLAV Slovakia



SARA CZECH REPUBLIC "Not only that I am sure now that I am able to get done so much more than I expected, but I also know that I can fight for myself and my needs far away from home at place, where the only English words are YES and NO. Now I know, that I can get along with people of different cultures and mentalities, that I am absolutely capable of packing my little backpack and with my blonde ass travel across Malaysia, Singapore and Indonesia. That I am able to get in touch with people of these countries and that I can experience endless amounts of goodness regardless of where I come from or what my race or religion is. I know that because I was blessed enough to experience all of this thanks to EVS."

"At the end I would say that, this kind of projects and volunteering experiences can only bring positive impact and can be life changing. This is one of the most unique and amazing experiences that happened to me so far."



FILIP MACEDONIA

Read more: http://euroasia.mladiinfo.sk/



Visa:

CAMBODIA

Cambodia is a popular place to volunteer in Southeast Asia. As well as the country being safe and cheap to travel, it's the people that really capture the hearts of visitors. So how can you stay longer than the 30-day visa allows?

If you plan to volunteer in Cambodia for an extended length of time, you should not apply for the regular tourist visa. Volunteering is considered 'non-touristic' by the government and so is not covered by the \$30 USD tourist visa (Type T visa).

You should apply for an Ordinary 'E-Class' visa (this is not to be confused with the 'Electronic Visa', also nicknamed the 'E-visa' which will cost you \$35 USD. (You cannot apply for this online and can only do so at the airport or immigration office across the border upon arrival into Cambodia.)

In some cases, for example, one-year placements, even though you may not be getting paid, a work permit may be required. And, if you are working with children you may be asked to provide a 'working with children' clearance certificate. (The organization should tell you this in advance and arrange any necessary paperwork for you.)

Security:

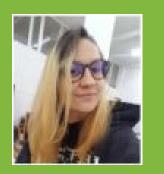
Cambodia is a friendly and safe country, however, you might not be familiar with Cambodian way of lives; therefore, things you should be aware is about the traffic – watch twice before crossing the road and wait about 10 seconds after the green light. Remember not to carry so much cash with you.

Language:

Cambodian people speak a local language called "Khmer", but young people are able to speak English. The elder people aged 60-90 years old are able to speak French due to the French colonization in Cambodia almost a century from mid of the 1800s to mid of the 1900s.e

Source:https://southeastasiabackpacker.com/visa-volunteering-guide/

VOLUNTEERS EXPERIENCE IN CAMBODIA



MAJA MACEDONIA

"Being a volunteer in a country so far away from home and a culture so different than yours is literally one of the best things that could happen to a person. And I had the chance and luck for it to happen to me. I was a volunteer in Cambodia, a country with so much to give and so much to learn about. Through volunteering in tourism, I had the opportunity to learn about the country from the eyes of a tourist but also as a local. An experience one could never forget. "

"I think that this experience will help me develop my skills to apply for jobs in projects or companies and to have more future perspectives. My best memories are the moments spent with locals who invited us just because we were passing by, or during special events. We were invited to sing, dance, share the meal, it was really joyful moments! Eventually, I would like to say that this EVS is the best experience I have had so far. It enabled me to learn a lot about myself, about others and about opportunities that I can seize! So don't hesitate and jump ahead!"



ANTOINE FRANCE



"Discovering new places, having adventure, making friends, developing new skills, enhancing the old ones, gaining new insights about myself and the world around me - my volunteering experience covered it all. I even realized what I actually want (and what I don't want) to do in my future (it was about the time, I guess) and became way more grateful for everything that is waiting for me at home (education, health care, potable water, electricity, warm shower (actually shower itself), nutrient-rich food are really not something to be taken for granted!). It may sound clichéd and corny, but these 2 months were indeed life changing."

VIETNAM

Visa:

You can apply for a visa online to enter Vietnam for 30 days. If you plan to stay longer than this, you should apply for a visa at a Vietnamese Embassy before you travel (90-day visas are available). It is better (and cheaper) to apply for a longer visa than try to extend your short-term visa once you are in the country. Due to complicated and conflicting visa laws, most volunteer organizations simply state that you should apply for a tourist visa only, as there is no official visa for 'volunteers'. If you are unsure, speak to your volunteer organization before you travel and they should be able to help you.

Security:

Vietnam has a single party political system, which does not welcome dissent. Internal conflict is rare. Hanoi is quite safe but sensible precautions to protect yourself and your belongings would be highly recommended.

Source:https://southeastasiabackpacker.com/visa-volunteering-guide/

VOLUNTEERS EXPERIENCE IN VIETNAM



HANKA CZECH REPUBLIC "Volunteering gave me a lot. I saw a lot and I had to go through I lot. I learnt to live in a culture so different from the European one that anybody who wasn't there wouldn't understand. I missed home, I cried, and I was happy. I traveled alone in a foreign country for the first time in my life. I learned new marketing hacks and I hope I was also useful for Imagtor. The whole experience made me stronger, taught me how to be humble and how to listen to others, especially because I didn't understand them."

"I think that this experience will help me develop my skills to apply for jobs in projects or companies and to have more future perspectives. My best memories are the moments spent with locals who invited us just because we were passing by, or during special events. We were invited to sing, dance, share the meal, it was really joyful moments!

Eventually, I would like to say that this EVS is the best experience I have had so far. It enabled me to learn a lot about myself, about others and about opportunities that I can seize! So don't hesitate and jump ahead!"





"EVS is a particularly intense adventure that promotes the pooling of everyone's skills and the involvement of individuals in the service of a cause. Contexts vary according to our experiences, but cultural effervescence creates a constructive, sustainable and meaningful dynamic! The commitment for this type of project came to me through the willingness to act and help people in order to protect the environment, to meet people in a new context and also to progress in English. Discovering, meeting, exchanging in a different way allows you to grasp methods, know-how and behaviours."

PHOTO GALLERY











I AM A HOSTING ORGANIZATION

WHAT SHOULD I KNOW HOST A VOLUNTEER?



The hosting organisation is where a volunteer carries out her/his activities. Among the most important functions of the hosting organization are:

- Preparing and organizing activities, providing safe and convenient working environment;
- Providing an orientation training to the volunteer upon the arrival;
- Developing a program in cooperation with volunteers and partner organisations;
- Providing accommodation, local transportation, pocket money and food money;
- Providing a mentor that is not directly connected with the organisation;
- Providing (Online) Language Support, allocating licences and proceeding on it;
- Enabling and supporting to organize volunteer`s own initiatives/projects;
- Organizing evaluation process and supporting self-reflection (with mentor);
- Offering supervision and guidance to the volunteer through experienced staff;
- Offering 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;
- Giving to the volunteer the opportunity to integrate into the local community, to meet other young people, to socialize, to participate in leisure activities, etc.

I AM A SENDING ORGANIZATION

WHAT SHOULD KNOW BEFORE I SENT A VOLUNTEER?



ORGANIZATION

The sending organization is the one that the volunteer will be in touch with before leaving abroad. It's a basic pillar in the development of the volunteering project, because it is the first contact point for the future volunteers. The sending organization has got different functions:

- To inform and assess the interested person about the volunteering program and to clarify doubts and inform about the conditions and requirements and what we understand by volunteer service;
- To help the future volunteer to find a project;
- Ensures the participation of the volunteer in the pre-departure session in person or per Skype;
- Ensures, that each volunteer is in possession of the Health Insurance Card (if applicable) and is covered by the volunteering program;
- Provides adequate preparation for the volunteer before departure according to his / her individual needs and learning opportunities
- Keeps in contact with the volunteer and with the receiving organisation(s) during the project.
- Encourages the involvement of the volunteer in dissemination and exploitation of results and learning outcomes;
- Providing support to volunteers during all the phases of the project, risk prevention and management;
- Reintegrating to the society after coming back to the home country;
- Dissemination and promotion of the volunteering project.



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