



EVIS ON BOARD*

HOSTING EUROPEAN VOLUNTEERS

Practical
guide for
schools

* European Voluntary Service on board

CONTACT



EUROPEAN VOLUNTARY SERVICE



The European Voluntary Service was until 2018 a flagship action of the ERASMUS+ Programme, the European Union Programme to Education, Training, Youth and Sport which aim to enhance the skills and competences of young volunteers as well as their active citizenship. Young people aged 17 to 30 years old therefore had the opportunity for personal engagement through full-time voluntary activities in a country within the borders of the European Union and outside.

Volunteering is recognized as a non-formal learning experience that enhance the development of volunteers' skills, professional and personal abilities and thus contributes to their employability. In fact, these experiences encourage young people to develop their sense of solidarity, their social skills and promote participation in society.

The European Voluntary Service started in 1996, and since then, about 70,000 young people have had the opportunity to engage abroad and to experience a change of life as volunteer!



EVS ON
BOARD

The Hors Pistes and Eurocircle associations joined forces in 2017 to launch a new dynamic based on the European Voluntary Service (EVS) in Provence-Alpes-Côte d'Azur by hosting volunteers in schools in rural areas and priority districts. The project lasts 3 years, until 2020, but the support of the two associations will continue thereafter for any establishment wishing to host a volunteer. This project, named "EVS on Board" aims to raise awareness and support institutions in the region to host European volunteers, while strengthening links with key actors in the region: local authorities, public and private actors. 36 European volunteer hosts on 6 or 10 month missions are planned in schools in the SOUTH PACA region, gradually over the 3 years.

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INTRODUCTION



FORMAL EDUCATION

It takes place in schools, universities, colleges, vocational training centers, evening classes... that is, places where one essentially learns, acquires knowledge.



non-FORMAL EDUCATION

- It is carried out outside the above-mentioned places
- It is structured with clear and pre-determined objectives, methods, activities and pedagogical tools, according to a programme defined by the time and periods, and supervised by teams of trainers, facilitators or of moderators
- It works thanks to the intention to learn from participants and to train/transmit knowledge and skills from the trainers
- It doesn't result in a diploma but offers, in some countries such as the United Kingdom, the possibility of validation by "records of achievements", or for example in France, by the certificate of first aid, or the certificate of lifeguard, etc. At a European level, certificates such as the Europass Mobility or the Youthpass also make it possible to value the skills acquired by the participants.

We also talk about the use of pedagogical methods and the adoption of specific pedagogical objectives. In the context of youth work, non-formal education includes the voluntary participation of participants and facilitators, the active participation of learners, and active and participatory methods.



INFORMAL EDUCATION

It is the set of "permanent" learning in daily life, family, work, leisure, sport, the streets, therefore without prior setting of objectives, methods and programs. Informal education does not necessarily require "conscious" intentionality on the part of the learners to learn, nor even necessarily awareness to learn something.



HOSTING VOLUNTEERS

WHY?

The presence of a young volunteer on your facilities will bring you a real added value by raising awareness among your students of international issues, Europe, language skills, volunteering and active citizenship.

For example, they support school life, set up cultural workshops, run workshops on their country, etc. The young volunteer will provide real support, new ideas, strong motivation, dynamism and skills in the service of various projects, particularly for the school's extracurricular activities.

Hosting a European volunteer can also allow you to create new partnerships with reception and sending services, but also at local level, such as accommodation.

Thus, the presence of one or more volunteers in your institution will really boost your activities and the very atmosphere of it. Obviously, the more the institution invests in the development of attractive missions and the support of the volunteer(s), the more beneficial its volunteering will be.

WITH WHOM?



HOW?

Hosting volunteers as part of a European programme is a process lasting several months that allows you to plan their arrival, their missions and to fully integrate them into your educational project during a school year. In order to facilitate this process, the Eurocircle and Hors-Pistes associations will support you in:

1 DEFINING THE HOSTING PROJECT

Before the reception, we reflect together on your needs and prepare the hosting project by defining:

- the number of volunteers and missions to be assigned that varies from one organisation to another. They depend on the activities of the hosting place, the team availability as well as ongoing and future projects;
- the person who will provide tutoring for the volunteers within the institution who must be able to make themselves available, be attentive, and if possible, not be the referent of the volunteer's activities. In fact, having a perspective on the mission on a daily basis, this person will be able to have an outside perspective and accompany them in this sense. The tutor can have a training on the tutoring role.
- **The hosting management:**
 - the institution searches for accommodation for the volunteers and can receive a financial contribution to contribute to the costs;
 - if the volunteers are accommodated outside the institution, it must be ensured that they have access to a means of transport;
 - the volunteers receive online language training. However, the hosting organisation may provide additional courses or organize conversation workshops.

2 OBTAINING THE QUALITY LABEL

The quality label is the/an accreditation mandatory to host a European volunteer. The label is valid for several years.

Hors Pistes or Eurocircle help with the application for the Quality Label, this is an online application form that includes questions on the organisation and the hosting project in general. A few weeks after the submission of this request, the DRDJSCS, on behalf of the Erasmus+ National Agency, makes an appointment with the organisation for a telephone interview and/or a visit.

If everything goes well, the Quality Label is issued by the National Agency and the DRDJSCS, a few weeks later.

In total, it takes 2 to 3 months between the application and obtaining the labelling.

3 BEING SUBSIDIZED

In the framework of EVS on Board, the request for funding has already been made in the beginning of 2017 for 3 years. For a hosting project outside EVS on Board, the voluntary activity is financed by the European Commission after the submission of a grant application. This request is made by Hors Pistes or Eurocircle. This application is possible three times a year: in February, April and October.

4 ASSISTING IN THE SELECTION OF THE VOLUNTEER

The volunteer mission can begin from 3 months after the request for grant. The different steps of the recruitment process are as follows:

- writing the mission statement;
- launching of recruitment abroad;
- collectioning of applications;
- conducting of interviews;
- selecting the volunteer.

5 HOSTING AND SUPPORTING THE VOLUNTEER, ASSIST THE ORGANISATION

Eurocircle and Hors Pistes remain present throughout the project to support the organisation and the volunteer, and intervene if necessary for administrative matters, to facilitate tutoring, or in case of conflict.

ADMINISTRATIVE REGULATIONS

THE AGREEMENT

The coordination structure drafts an "agreement" that includes contact information of the different organisations, details of the volunteer's missions, accommodation and transport conditions, financial aspects of the project, etc. This agreement is signed by the organisations of sending, hosting, coordination and the volunteer. The different actors of the project must carefully read the contract before signing it.

Each actor (including the volunteer) is responsible for ensuring that the terms of the project are respected, as indicated in the volunteer's contract.



VISA

The volunteer can request and must be assisted by the partners in obtaining a visa, if required by the legislation of the host country. If requested in time, the National Agency may also issue letters of support for obtaining the volunteer's visa.



QUESTIONNAIRE

At the end of the project, the volunteer must complete an online questionnaire requested by the European Commission.

AND FINANCIAL REGULATIONS

Participation in volunteering activities must be free of charge for the volunteer, with the exception of possible contributions to travel costs and additional expenses not linked to the implementation of the project. Therefore, the volunteer has the right:

- to have a flat rate to pay for a return ticket between the sending and host country at the beginning and end of the project;
- to have an insurance coverage, which gives them civil liability and covers medical and repatriation costs, if applicable;
- to be responsible for his food (meal or money to cover expenses food, which must also be provided on his weekly rest days or during holiday periods);
- local transport to the workplace if the accommodation is located at more than 20 minutes by foot;
- pocket money paid on a weekly or monthly basis, the amount of which is specified in the programme guide depending on the host country. Pocket money is not intended to cover the costs of implementing the project (e.g. local transport or food).

The European Union grants funds but the applicable rates does not always allow to cover everything (accommodation, transport). Hors Pistes and Eurocircle help schools to plan the budget for hosting.

RISK PREVENTION AND CONFLICT MANAGEMENT



The volunteers must not behave in a way that would be dangerous to them or any other person.

Regular follow-up meetings between the tutor and the volunteers are the best way to prevent conflicts. However, if a conflict situation arises, the volunteers can ask their tutor in their sending organisation to facilitate communication with their local community or hosting organisation.

The tutor must be able to have an objective attitude towards the given situation. During the tutoring training organized by the National Agency that can be followed by the tutors, the principles of conflict management will be discussed, and will allow the tutor to learn how to manage these situations.

If a conflict arises between the volunteers and the tutor, the coordinating organisation may intervene, and the volunteers may request that another person be appointed to this position.



If the tutor is unable to provide tutoring for the volunteers, they may also request that another person performs this role.

In the case of a conflict situation, the volunteers must be supported but must also actively cooperate with the host, sending and coordinating organisations to avoid problems of communication.



ON THE SIDE OF VOLUNTEERS

THE missions

- The volunteers must be fully dedicated to their volunteer work. They are not allowed to work as employees at the same time as their voluntary work, for insurance reasons, but also because the European Commission ensures the financial aspect of the volunteer's life so that they can devote themselves 100% to their mission. Its activities on the project (including language support and other project-related training activities) must not exceed 38 hours per week, but we recommend 30-hour missions which are more than enough to set up many projects, while giving the volunteer time to develop his/her social life in France.
- The volunteers must not perform functional tasks that should normally be performed by paid employees.

In fact, volunteering aims to provide an added value to the organisations, but not to replace a job!

- It is also important to ensure that the volunteers do not perform tasks with sole responsibility or without supervision. It should not be solely responsible for the individual care of vulnerable people (e.g. babies, children, the sick, the elderly or the disabled). The volunteers must not teach or provide educational assistance in the context of formal education. He/she can, however, complement the lessons of formal education with informal and non-formal activities and workshops.
- In order for the experience to be the most favorable to the social and professional development of the volunteers, they should be encouraged to use their own ideas, creativity and experience to develop their personal projects or activities related to the host organisation. They have the opportunity to experiment, to try and to make mistakes.

Any modification in the project and in the tasks of the volunteers, accompaniment and training, must remain within the framework agreed in advance in the activity agreement between all the partners and be accepted by the volunteers.

SUPPORT AND TRAINING



BEFORE LEAVING

The volunteers receive the Info-Kit, which gathers all the information volunteers need about volunteering, insurance, etc. Volunteers follow a preparation process initially given by the sending organisation to prepare their mission and make their experience easier.



ON ARRIVAL IN THE COUNTRY

The volunteers take part in an arrival seminar organised by the National Agency. For missions of more than 6 months, volunteers also participate in an evaluation at mid-term. These meeting times allow them to learn more about their commitment, to meet other volunteers hosted in France, and to learn to value their volunteer experience.

Arrival and mid-term cohesion seminars are organised, as far as possible, in the region.



AT THE END OF THE PROJECT

The volunteers must be assisted by the host organisation to evaluate their participation in the volunteer activity in order to benefit as much as possible from the added value of his/her experience. If requested, the volunteers can ask for your advice to facilitate their return to their home country and guide their personal projects. After finishing his/her mission, the volunteers may take part in the annual grouping organised by their national agency in their home country. These meetings are organised twice a year throughout Europe.



TUTORING

The volunteers must receive the necessary support and advice related to their missions in order to be able to perform them successfully. For their personal support, the volunteers have a tutor with whom they will meet regularly throughout their volunteer work. This last one must be designated by the host organisation and must not be the person in charge of the volunteers or a person directly involved in their daily activities. The tutor helps this last one to integrate into the organization and the local community. He/she also provides support to the volunteer in administrative matters if necessary.

The volunteers must accept the tutor as the person responsible for their wellbeing in the organisation and must therefore attend the regular meetings organised by the latter. However, they may, if necessary, ask to change tutors if they do not feel comfortable with the latter or if the tutor is not sufficiently available.

The volunteers also have a mentor within their sending organization. The latter stays in contact with them during the mission and can be a resource person if a conflict or problem arises during the mission.

THE TOOLS AT DISPOSAL

AND ON THE FIELD

THE EXAMPLE OF THE FÉLIX ESCLANGON HIGH SCHOOL IN MANOSQUE

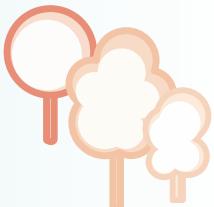


TESTIMONY OF JOSÉ

My name is José, I come from Spain. I benefited from this volunteer experience at Esclangon High School because it gave me the opportunity to be in contact with young people and to get a good insight into new educational methods, especially since I want to become a teacher.

Volunteering has given me the opportunity to develop my creativity and my skills. For example, I organized an exchange project between the students of the high school learning Spanish and the students of my former high school in Spain. I helped to organize a reading club. However, my main task was to help with activities related to school life, such as promoting blood donation or participating in the campaign against school bullying.

My life in France has been very stimulating because I have been able to integrate into a new culture and to learn French actively.





TESTIMONY OF MRS. DOBRÉ

| Head teacher of Félix Esclangon
High School of Manosque

José's hosting has contributed a lot to our establishment: an enriching cultural openness, enthusiasm and fresh ideas. José has been a true ambassador of mobility for our youth. We noticed a great curiosity from the students, about his journey, a strong desire to do the same thing: to go and live an international experience.

For our teachers and our entire team, José was a real breath of fresh air, he brought another point of view on the world and education, other ways of working and thinking. Through his diverse and varied missions, he has made a significant contribution to creating links between different schools in Manosque as well as with local associations, such as the *Éclat de Lire* association and the *Centre d'Accueil de Demandeurs d'Asile*. José's presence was a memorable experience in every aspect(s). Thus, we wanted to renew the experience by hosting Valentina from Italy and Jan from Austria, for the 2018-2019 school year.

SOME POSSIBLE missions in SCHOOLS

HERE ARE 9 MISSIONS LED BY JOSÉ AT THE FÉLIX ESCLANGON HIGH SCHOOL

- Leading a reading club within a CDI (Documentation and Information Centre)
- Leading a literary writing workshop within a CDI (Documentation and Information Centre)
- Participation in an international poetry storytelling evening
- Leading workshops for boarding school students (music workshops, film club)
- Implementation of actions to raise awareness of sustainable development
- Implementation of an anti-bullying campaign
- Supporting the students of the European section during a school exchange
- School support, especially in languages
- Promotion of international mobility programmes
- Organisation of a European Day (language, cultural, citizen workshops)



GLOSSARY

CES · Corps Européen de Solidarité

ESC · European Solidarity Corps

SVE · Service Volontaire Européen

EVS · European Voluntary Service

AN · Agence Nationale, *l'intermédiaire entre la Commission Européenne et les acteurs nationaux*

NA · National Agency, *the intermediary between the European Commission and national stakeholders*

DRDJSCS · Direction Régionale de la Jeunesse, des Sports et de la Cohésion Sociale

DJSCS · Directorate of Youth, Sports and Social Cohesion



ONLINE RESOURCES



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