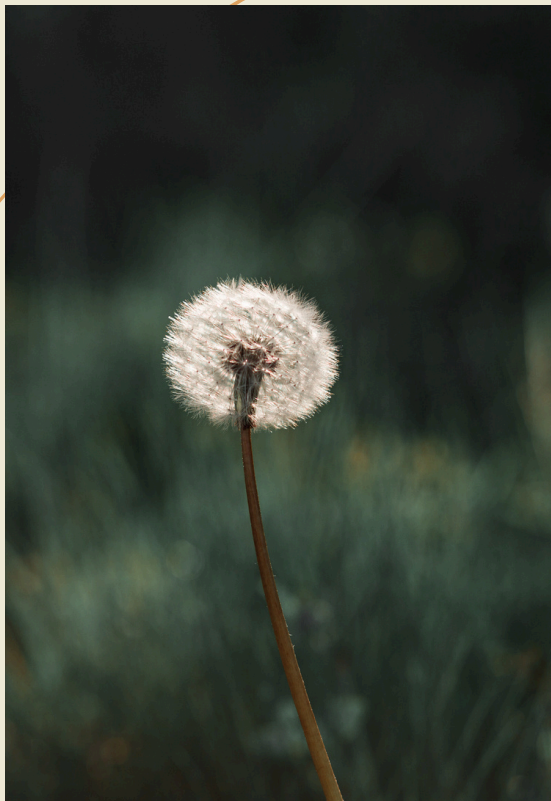


28/11/25 - 04/12/25

YOUTH WORKER  
EXCHANGE

TRENTO, ITALY



# ESC: Empower, Stay Afloat, Carry On

*How to keep the motivation of volunteers high without  
losing yours in the process*



# Table of contents

• WHAT IS A YOUTH WORKER EXCHANGE?	3
• WHAT ARE WE GOING TO DO?	4
◦ Our plan for the week	6
• LOGISTICS	7
◦ Who can participate	7
◦ When and where	7
◦ Insurance	8
◦ Board and lodging	9
◦ What to bring with you	10
• INTERNATIONAL TRAVEL	11
◦ Reimbursement	12
◦ Maximum travel budget for each distance band	13
• HOW TO GET TO TRENTO	14
◦ Eligible transportation	16
• HOW TO APPLY	17
• CONTACT US	18



# What is a Youth Worker Exchange?

Youth Worker Exchanges are part of the European Erasmus+ Programme which offers opportunities to organize projects for the mobility of young people and youth workers. For youth workers, organizations can take part in opportunities to support the professional development, capacity building, network of youth workers and thereby the development of quality youth work at local, regional, national, European and international level through non-formal and informal learning experiences in mobility. More specifically, mobility projects for youth workers aim to:

- Provide non-formal and informal learning opportunities for the educational and professional development of youth workers;
- Build a community of youth workers that can support the quality of projects and activities for young people in EU programmes and beyond;
- Develop local youth work practices and contribute to capacity building for quality youth work of the participants and their organization, having a clear impact on the participating youth worker's regular work with young people.



# What are we going to do?

---

The first thing is that we will **share**! The plan is to build the exchange together and share our experiences :)

The main topic of the exchange is **motivation** in ESC projects, in particular long-term volunteering projects.

As ESC coordinators, mentors, and tutors, we are called to support volunteers through the various stages of their experience. We see them start their projects with high expectations, full of energy and enthusiasm.

After a while, however, the first bumps in the road appear: the language is difficult, the activities are not exactly what they had expected, they feel understimulated but are also not taking initiative, they miss their home, there are issues with their flatmates or other volunteers, they start experiencing moments of miscommunication and misunderstanding...





As youth workers, we want to support volunteers through these difficult moments, guiding them to understand that the volunteering experience is **a marathon, not a sprint**.



At the same time, each volunteer will face specific challenges and there is no universal guide on how best to support them.


As ESC coordinators, mentors, and tutors, we believe there is nothing more precious than our combined baggage of experiences, which is why we would like to create a space to **share the challenges** we have faced, as well as our approach to solving both the more common and the more specific complicated situations, exchanging the tips, tools and strategies we have developed over time.


Last but not least, we want to devote time to sharing and reflecting on **how to support ourselves** to make sure that the hard situations don't steal away our joy and leave us feeling depleted.



# OUR PLAN FOR THE WEEK



- **Get to know each other** and our organizations
  - **Share** our experiences, best practices and reflect on motivation from various perspectives:
    - ✦ Factors that influence volunteers' motivation and how motivation fluctuates throughout the volunteering year
    - ✦ Most common conflicts and how to deal with them
    - ✦ Learning together to accept the different moments that belong to the volunteer experience and developing strategies to cope with the particularly challenging ones
    - ✦ Our strategies to protect our own motivation and stay inspired
  - **Discuss our needs** as members of the ESC support system
  - **Network** and connect with each other
  - **Get to know local volunteers** through a Human Library activity
- 



Of course, we also think that the activities should be tailored to your needs and interests, hence we will be happy to tweak the agenda based on your contributions, needs, ideas and suggestions whenever possible ;)

*The selected participants will receive a detailed agenda a few weeks before the start of the exchange.*



# LOGISTICS

Ok, I am in! What are the next steps?

## Who can participate?

This exchange is meant for **youth workers from all over the EU** who are **directly involved in ESC projects** and work to support ESC volunteers in some capacity: you could be an ESC coordinator (as part of a Lead organization), a mentor, a supervisor in a host organization...

To take part in the exchange you must belong to an organization involved in ESC activities, either as an employee or as a volunteer.

A total of **26 youth workers** can take part in this exchange, with each partner organization sending up to 2 participants.

## When and where?

The exchange will take place **from 28 November to 4 December 2025** (28 Nov and 4 Dec are intended as travel days).

The exchange will take place in the city of **Trento, Italy**.

*A participation fee of 50€ will be requested for each participant.*



# INSURANCE

As per the [Erasmus+ Programme Guide](#) (p.11):

*All participants "involved in mobility activities under all Key Actions of the Erasmus+ Programme must be insured against the risks linked to their participation in these activities."*

In particular, *"the following areas must be covered:*

- *wherever relevant, travel insurance (including damage or loss of luggage)*
- *third party liability (including, wherever appropriate, professional indemnity or insurance for responsibility)*
- *accident and serious illness (including permanent or temporary incapacity)*
- *death (including repatriation in case of projects carried out abroad)."*

Therefore, to take part in the exchange, **participants must arrange to purchase insurance for their stay in Italy** (only travel insurance is optional). The cost of the insurance policy must be covered by the participants or their sending organizations and will not be reimbursed by InCo.

Please note we will request participants to **send us a copy of the insurance** they have purchased.

If applicable, it is strongly recommended that participants in transnational activities are **in possession of a European Health Insurance Card**.







## BOARD AND LODGING

---

Board and lodging are provided by our organization during the whole duration of the exchange.

Trento is a small city, surrounded by hills: we will stay in a facility located on one of the hills closest to Trento, with an absolutely gorgeous view of the city.

The facility, **Villa S. Ignazio**, is a residential hospitality house run by a social-solidarity cooperative. One of its missions is to support different groups of people in need and welcome them without any form of discrimination. Part of the facility thus operates as a social hosting structure for such people and as a meeting place for local associations active in the field of inclusion. All guests are asked to respect people for whom this facility is a temporary home and safe space.

Participants will be accommodated in **double and triple rooms**. Breakfast, lunch and dinner will be provided by Villa S. Ignazio, and on some occasions we might eat out in the city center. The working room is situated in the facility as well.

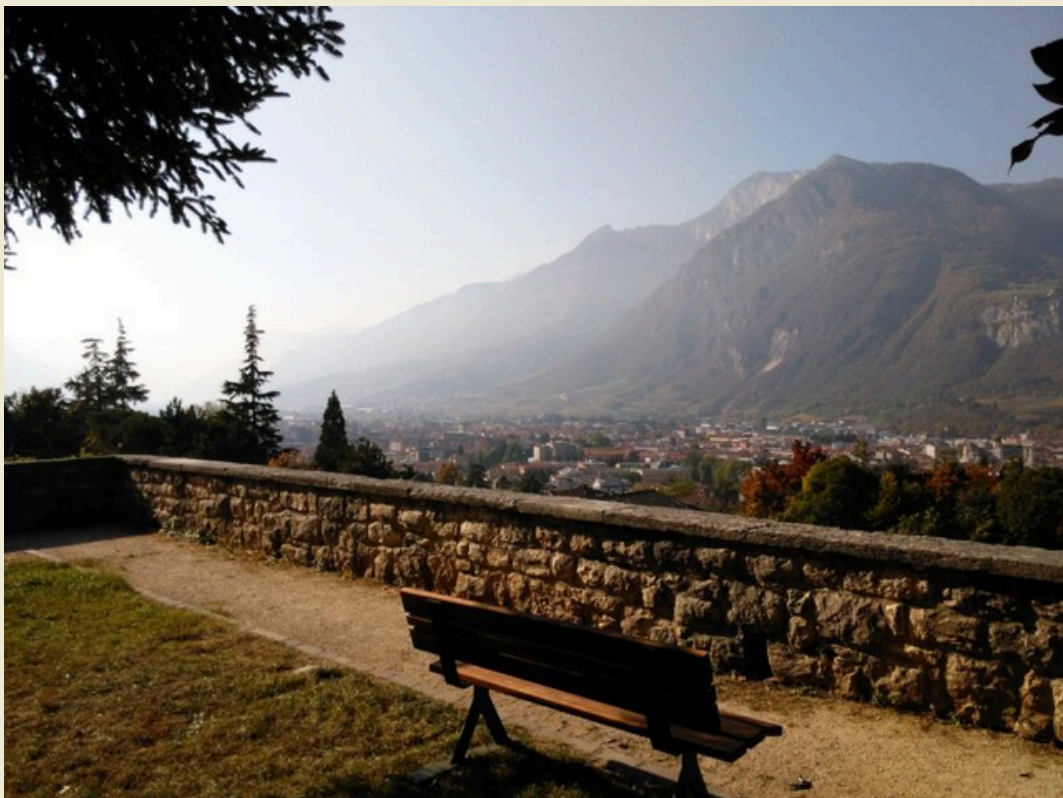
Villa S. Ignazio is within walking distance (5-10 minutes downhill) from the historic centre of Trento. Just keep in mind that the walk back might be a bit harder because the hill is quite steep ;) (There is also public transportation available.)

You can find more information on Villa S. Ignazio [at this link](#).



# What to bring with you

- Everything you might need for comfort living away from home
- Anything that tells us something about your organization and that you would like to share
- Your toiletries and health products (there are no supermarkets in the immediate vicinity of the facility where we will be accommodated)
- Warm and comfortable clothing with layers for late autumn/early winter weather
- **Bed linen and towels are provided.**



# International travel

Please read this part carefully. We want to avoid any misunderstandings and be as transparent as possible.

Actual travel expenses from the country of residence to the location of the exchange will be reimbursed up to the amount indicated in the table below this chapter (the table states the maximum amount that can be reimbursed according to the travel distance). **Refunds will be made only after receiving the complete travel documents.** The maximum amount of permitted travel costs will be calculated based on the distance between the place of residence in your country and the place where the exchange takes place.

You can calculate the precise distance using the official [Erasmus+ distance calculator](#).

Please note that **you have to travel from the country of the sending organization you represent.**

**Example:** You are a German citizen living in Spain but the organization you wish to represent is based in the Netherlands: in this case, the eligible travel expense is from the Netherlands to Italy.

In the case that you need to travel from a country that is different to that of your sending organization, **please inform us in advance** as we must communicate this to our National Agency in order to get approval for your travel.



# REIMBURSEMENT

We will be able to reimburse you **only after receiving all relevant documents** from you: we kindly ask that you make use of electronic tickets as much as possible, because this will facilitate the process of reimbursement and make it faster. If you have any paper tickets, you will need to hand us the original physical ticket in order for us to be able to reimburse you (this is required by Italian law). In case your country and/or organization has a similar law, we will need a declaration from your organization's legal representative stating that you need to keep the tickets. Hence, electronic tickets will help a lot!

Please note that the reimbursement will be done right after the end of the YWE, after receiving all relevant travel documents from you. The reimbursement will be done no later than 2 months after the end of the exchange (in this case, no later than 04/02/2026). We will not be able to make a reimbursement after that date.

Please also note that we can only make the reimbursement to your personal bank account (the name of the bank account holder needs to correspond to your name) or to your sending organization's bank account. **No third-party bank accounts** can receive the reimbursement. **We cannot reimburse anything in cash**, even for small amounts.

If you have any questions on this, please contact us and we will happily answer any doubt!

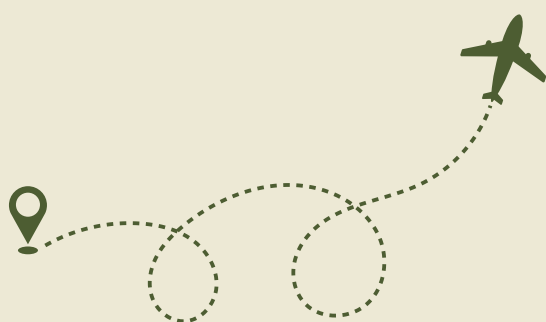




# Maximum travel budget for each distance band:

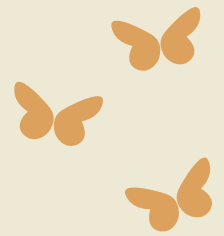
You can calculate the precise distance using the official [Erasmus+ distance calculator](#):

Travel Distance	Green Travel	Non-Green Travel
10–99 km	56 EUR	28 EUR
100–499 km	285 EUR	211 EUR
500–1999 km	417 EUR	309 EUR
2000–2999 km	535 EUR	395 EUR



Funded by the  
Erasmus+ Programme  
of the European Union

# How to get to Trento



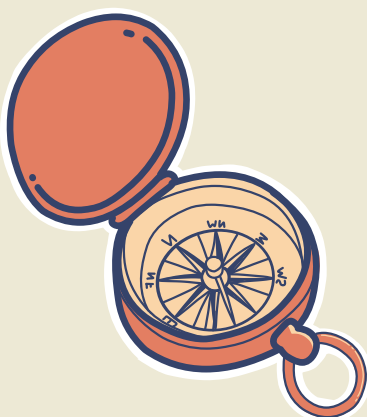
## By airplane



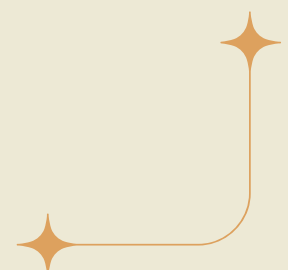
**Trento doesn't have an airport.** Therefore we have to choose the closest airport to Trento that has a good bus or train connection.

The airport closest to Trento is **Verona International Airport (VRN)**. It is 90 km away from Trento. It is very well connected to Trento: there are shuttle buses from the airport to the train station and trains to Trento run every hour. The journey by train takes about one hour.

Other travel connections might be through Milan (Bergamo or Malpensa), Bologna or Venice Treviso. We recommend **Milan Bergamo (BGY)** as it has a good Flixbus connection to Trento. Depending on your finances and preferences you can choose any of the listed options.



**Note:** Before booking your flight, do make sure that there is a Flixbus or a train connection to Trento that matches your flight. Do not buy your ticket without checking the connection, as you might end up being stuck at the airport for hours.



## By train



For some of you, travelling directly by train might make more sense. You can buy the train tickets online, but make sure to buy them well in advance otherwise they will get increasingly more expensive.

## By bus



You can reach Trento easily by Flixbus (the Flixbus stop is 600 meters away from the train station).

## IMPORTANT

We recommend you do not book your return tickets early in the morning in order to make sure you have enough time to reach the airport (check first for bus/train connections): it will be very difficult to find transportation to your chosen airport that allows you to be there early in the morning.

### How to check for connections:

- [Trenitalia](#)
- [Flixbus](#)



## Eligible transportation

Participants must travel by public transport (plane, train, (FlixBus) on the dates specified (**28 November** and **4 December**) in order to be eligible for reimbursement. Please be aware that we are not entitled to reimburse tickets if you travel beyond (earlier or later than) these days, unless we write a specific well-in-advance request to our National Agency. (Only possible exception is for travel taking place on 27 November and 5 December, but please double check with us first.)

We value and appreciate **green travel**. If you are undecided about which travel option to choose, please choose the greener option (trains)!





# How to apply



You can fill in the application form [here](#).

**The deadline to apply is 18 July 2025.**



Please fill in the [application form](#) by Friday 18 July 2025.

If selected, you will be notified by our team by Friday 25 July 2025.

Please note that after the confirmation of the selection process you can proceed with **organizing your travel**: we consider your participation to be officially confirmed only once we receive your travel tickets. **Please consult our team before purchasing the tickets**: we will support you with information on the most suitable travel options and do the formal check of the tickets' eligibility to avoid any issues with reimbursement.

**The tickets must be purchased before 5 September 2025.**

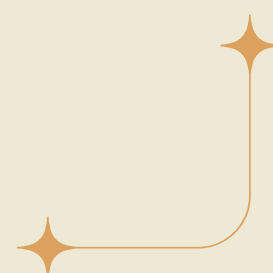
(We are not fans of last-minute travel arrangements but of course we are humans and we can consider exceptions in particular cases.)

Your collaboration on this will help us immensely in preparing the best experience we can for you. Once all participants are confirmed, we can create a WhatsApp group and start getting to know each other and answer specific questions.

**This project is financed by Erasmus+ Programme of the European Commission.**



Funded by the  
Erasmus+ Programme  
of the European Union





## Associazione InCo

**InCo - Interculturality & Communication** is a non-profit association in Trento whose aim is to create opportunities for people of different cultures to meet in order to increase intercultural sensitivity and international solidarity among young people, to encourage their active participation in society, but also to offer concrete opportunities for non-formal learning, personal and professional development. InCo organizes and manages various international mobility projects for young people and youth workers.

### Contact us:



[evs@incoweb.org](mailto:evs@incoweb.org)



[www.incoweb.org](http://www.incoweb.org)



+39 0461 1822775



Via Scipio Sighele, 3 - Trento, Italy