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European Voluntary Service at Scuola ITET “G. Salvemini”

Dear future volunteer!

This booklet intends to give you a few preliminary ideas of what to expect from a voluntary service in Italy with InCo.

Here you can find out more about Associazione InCo - Molfetta (CO), Scuola ITET (HO) and the structure of the EVS project in particular.

We kindly ask you to read the following information carefully and please do not hesitate to contact us directly, if you have any questions or further inquiries. Together with your Activity Agreement (and the precious support of your Sending organization) you should have now most information you might need before arriving.

We look forward to meet you!

With best wishes,

The team of InCo.



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1. Information about the organizations

1.1. InCo and ITET

InCo is a non-profit organization dedicated to improve the International Voluntary Service, to increase and deepen the level of contact among different cultures, stimulating intercultural sensibility and preventing and combating racism, prejudices and social exclusion.

In order to achieve InCo's goals, we provide different international programs among which youth mobility projects have a very important role. Through the "Youth in Action" Programme, for example, young people are allowed to go to another country for a youth exchange, a volunteer experience or a vocational training project. The activities of the association are addressed only to young people.

InCo is accredited as both sending and coordinating organization for volunteers of the European Voluntary Service (EVS) and also as coordinating organization for independent voluntary host projects in Italy.

The School ITET "G. Salvemini" is a technical and technological upper secondary school attended by about 650 students. It has evening courses for adults and has been offering various extracurricular activities both to our students and to the public. It offers the following courses: *Business Information Technological Systems, Administration, Finance and Marketing, Tourism* and finally *Building Crafts, Environment and Territory*.

The didactic plan aims at matching the need of giving technical and technological skills with the need of helping students to become good citizens, in other words to help students to become not only good technicians but also good (wo)men, who are aware of social problems and who have a proper civic consciousness.

Projects (such as volunteering on a European scale, the use of alternative energies, waste recycling, journalism, sailing, scuba-diving, theatre, popular dances, creative music, home design and clothes creative graphics) always have been a part of the extracurricular offer.

1.2. About Molfetta

Molfetta is a city in Apulia, on the Adriatic coast at about 25 km from Bari. Molfetta has around 60.000 inhabitants. In the last years Molfetta's commercial activities and attractions have been improved, thanks to the recent construction of a huge shopping area, equipped with stores, national chains, outlets, luna park, hard discount, cinemas and so on. At the same time in the historical centre many restaurants, clubs, bars and youth meeting point are crowded during the week-end especially at the evening.

2. Volunteer's tasks

As a volunteer, you will have the chance to support the teachers and staff, enriching the daily activities of the students. You can:

- take part of organization and promotion extracurricular activities: language workshops, sport and cultural activities, leisure and free time events, laboratory, trips and excursions, etc...,
- get involved in several projects about formal and informal learning,
- support the staff and teachers to train their foreign language skill,



- promote the international dimension of each activity bringing your own culture and attitude,
- support students with fewer opportunity and disability during their daily school activities, such as: homework, physical activities, self-confidence, etc...,
- support all the students or those who would like to be thought foreign language conversation and international project,
- support students who are going to graduate in orienteering,
- support teachers in their activities in International projects like Erasmus+KA2 Multilateral Partnership,
- teach about your own culture and the opportunity of mobility abroad for students.

3. Practical arrangements

3.1. Accommodation

You will get free accommodation for the whole duration of your voluntary service. The volunteer will live in a shared flat with other volunteers in the city of Molfetta. A double room will be provided at the disposition of the volunteer.

3.2. Food

The volunteer will receive a monthly amount of money (**150€**) to sustain of food expenses.

3.3 Pocket money

You will receive 120,00 € per month as Pocket money, directly from your coordinating organization (usually at the beginning of each following month). You will receive the aforementioned amount of pocket money even for your holidays. However should you decide to terminate your project before your voluntary service finishes officially, you won't be able to receive your pocket money anymore. The pocket money (and food allowance) is eligible to the exactly amount of EVS activity days.

3.4. Local Transport

Since the city is small there is no need for the volunteer to take any mean of transportation to reach the school. The volunteer will be instructed regarding how the public transportation means work, the fees, lines, etc.

3.5. Hosting guests

It is possible only under permission and authorization of Associazione InCo. The overnight in the flat for guests has a fee of 5,00 euros per night.

3.6. Internet

Please consider that the host organization don't have the duty to give you free access to internet. Although it's something currently used by everybody and extremely useful, you should not count with this service (specially having access from the apartment and anytime).



We would like also to highlight a special point regarding pictures and privacy issues: **you are not allowed to take pictures of the people inside the HO and post them in internet.** Although nowadays this is quite frequent (specially with the use of social media, iPhones, etc.), in Italy there are strict rules regarding privacy and you could put yourself and the HO in a difficult position... In case of doubts, please talk with a responsible person inside the project.

3.7. Insurance

Your sending organization must ensure that you are covered by a health and liability insurance **CIGNA**. **Please read carefully the guide!** If you are European citizen you can use your European card to proceed with general issues and the CIGNA one to specialist visits as well as medicines, etc. **Please remember that you have to anticipate money for using CIGNA and then ask for reimbursement directly to the European Benefits. HO, SO not even CO are responsible for that!**

The host organization will cover you with an accident insurance which is valid during your working hours of your volunteer service and your whole stay in Italy.

4. Training and support

4.1. Language Training

You will have (it is compulsory) to do a language test and follow an on-line Italian course. We hope to have licenses as soon as possible

You will receive an Italian language course at the beginning of your stay which probably lasts 30 hours. The language course hours are included in your weekly work timetable. Besides that, with the opportunity of interacting with local Italian volunteers, we hope that you will acquire the required language skills in no time :-)

4.2. On-Arrival Training

You will participate to an On-Arrival-Training organized by the Italian National Agency. This training is scheduled to take place in the first months of your voluntary service. It will last around one week and include sessions on: presentation of the volunteers; your personal aims and motivation in volunteering; problem solving; intercultural communication; the social system in Italy; presentations of different hosting projects; daily life in Italy etc. It will be a nice occasion to get to know volunteers from all over Europe who will do a European Voluntary Service in Italy at the same time as you do.

(Unfortunately the Italian National Agency does not organize these trainings on a regular basis; so we really hope you will get the possibility to participate in one soon! InCo don't have access to the calender so we cannot know when are you going to be invited).

4.3. Mid-Term Evaluation

In the middle of your voluntary service you will participate in a Mid-Term Evaluation which is also organized by the Italian National Agency. The meeting will last three days and include sessions on: presentations of volunteers; your experiences as a volunteer here in Italy; problems and conflicts faced during the service; tips for the second half of your EVS; first evaluation, etc.

Unfortunately the Italian National Agency does not organize these trainings on a regular basis; so we really hope you will get the possibility to participate in one soon! InCo don't have access to the calender so we cannot know when are you going to be invited.



4.4. Personal Support

During all the voluntary period you will have a work supervisors, a mentor and the responsible person of the EVS inside ITET. Besides that you should count with the precious support of your tutor in your sending organization as well as the EVS coordinator of InCo. From time to time, you will participate in evaluation meetings with the responsible and other volunteers to discuss about your project, eventual problems, difficulties etc. That is also another occasion of exchange between volunteers and the organization.

Furthermore, the EVS coordinator of the association InCo will organize regular meetings with you and with other EVS volunteers. S/he will be your contact person during the whole period of your project to make sure everything is well. **It's absolutely important you to keep in touch with InCo during the whole project.**

5. Arrival

If you plan to arrive to Italy by airplane, you can either fly to Bari – Palese Airport and to Brindisi Airport. The closest airport is in Bari. As soon as your sending organization book your flight, we will send you more information about how to get to Molfetta.

If you come by train, you can take any Eurocity train coming from Rome, Bologna, Milan which stops at the Barletta and Molfetta train station, where you will be picked up by someone from ITET or InCo. You will be informed in advance about who is going to pick you up from the station, as well as her/his cell phone number (in case there is any delay or problem during the travel).

It's important though you to arrive during office hours: between 8-18:00. If this is not possible, please contact InCo in advance!

6. Travel costs and final report

The reimbursement depends on the agreement (see Activity Agreements). **IN ANY CASE, YOU HAVE TO KEEP TRAVEL TICKETS AND BOARDING PASSES OTHERWISE WE WILL NOT GET THE REIMBURSEMENT FROM THE EUROPEAN UNION**

At the end of the service you will get an email with a questionnaire and you will have to fill it out.

7. Further Information

For any further information, please contact:

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