

Training Course “Volunteering from A to Z”

Call for partners

In 2015 CVS-Bulgaria started a chain of projects following the philosophy of exploring a topic from A to Z. So far we have developed and successfully implemented the following projects: **EVS from A to Z**, **Mentoring from A to Z** and **Human Rights from A to Z** and would like to continue the A to Z brand.

Based on the positive experience and the further need of learning, sharing best practices and developing our volunteering projects, we are planning **to apply for a new project - Volunteering from A to Z** for the first Round of the Erasmus+ programme, the deadline **February, 5 2019**. The project will be a further step in organizing and implementing volunteering projects of high quality by developing and improving the competences of **project managers, coordinators, supervisors and support staff**. The projects will consist of two events:

1. **Project Management Seminar** - aiming at building up competences of the participants on initiating, implementing, evaluating and enhancing follow-up phase of Volunteering projects - June/July 2019
2. **Volunteer Management Training** - aiming at exploring the volunteer management cycle and improving competences for organizing successful and meaningful learning and service experiences of the volunteers, organizations and local communities - October/November 2019

We are looking for **partner organizations**, with interest in the topic of volunteering, from the **programme countries**, willing to be **actively participating and involved during the whole project and send 2-3 participants to both events** (the seminar and the training course). Please have a look at the description of the training course and if interested, get back to us as soon as possible and send the mandate and PIF by **latest 30th January** to trainings@cvs-bg.org

Information about the **project “Volunteering from A to Z”**

Aim and objectives of the project

The **aim** of the project is to clarify all the steps of how to organize and implement volunteering projects of high quality that will be realized by the partner organizations in the future.

Objectives:

- Increasing knowledge and information about the philosophy of volunteering and the possibility of implementing successful volunteering projects

- Providing information about the principles of volunteering projects, rights, responsibilities and roles of the main actors
- Getting into details of how project management of volunteering projects could be efficiently structured through the whole cycle - preparation, application, implementation, evaluation, follow-up activities, next steps
- Getting into details of the volunteering management cycle and exploring each of the 8 stages
- Sharing of practical tips and tricks for raising the quality of the projects to be implemented
- Preparation for the practical realization of the volunteering projects and applying of the developed and improved competences
- Sharing of good and bad practices giving a learning opportunity and ideas for improvement
- Creating of a support and sharing network of organizations for a successful implementation of future volunteering projects
- Increasing the knowledge in general about Erasmus+ Programme and European Solidarity Corps

Additional expected outcomes:

During the project the participants will contribute to developing of a tool for volunteers support staff (project managers, coordinators, supervisors) for supporting the preparation, application, implementation, evaluation, follow-up and reporting high quality volunteering projects.

Dates and venue

The **Project Management Seminar** will take place in **June/July 2019**, specific dates still to be fixed (5 full working days and two days - 1 arrival and 1 departure days) in Bulgaria.

The **Volunteer Management Training** will take place in **October/November 2019**, specific dates still to be fixed (5 full working days and two days - 1 arrival and 1 departure days) in Bulgaria.

Profile of the participants - the participants of both activities are project managers, coordinators, supervisors and support staff of volunteering projects (short and longterm projects).

Working language of the activities – English

Travel costs - Reimburse of the travel tickets will be done according to the rules of the Erasmus+ programme based on distance calculation and at receipt of original documents. (Distance band calculator, 100-499 km = 180 euro, 500-1999 km = 275 euro, 2000-2999 km = 360 euro, 3000-3999 km = 530 euro, 4000-7999 km = 820 euro)

All participants will receive **Youthpass** upon successful completion of the Seminar and/or the Training.

If you are interested in becoming a partner organization and send **2-3 motivated**

participants to both events (the seminar and the training course), please send the attached Partner identification form and Mandate letter (stamped, signed and scanned) **by 30th January 2019 5pm CET** to trainings@cvs-bg.org. For any further questions, please do not hesitate to get on touch with us.

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) and a full member of South Eastern European Youth Network (SEEYN - 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](#).