



## Tips and Tricks for Quality EVS projects

developed during the training course

### “EVS from A to Z”

that took place in Bankya, Bulgaria  
from 27 November till 3 December 2015

#### What means quality in EVS

- People
  - Involved - volunteers and receiving organization
  - Local - partners, community, administration
- good coordination, communication, consistency
- flexibility of RO (adaptable) but within a clear frame / structure
- clear goals / aims
- set learning goals
- monitor the learning process
- introduce the volunteers to the community
- achieving the results and visibility - good media partners (writer and online); informing community (if possible every week)
- well written project, based on volunteers' needs and capacity of hosting organization and community (research)
- to be a challenge that helps you (all involved) grow
- love
- sincerity, open heart
- positive change in the community
- for the National agency - a project that goes smoothly
- use conflict transformation
- create a global village (EVS introduces his/her culture to locals)
- join forces with other NGOs
- luck
- inclusion of volunteers with fewer opportunities

## Before the project approval

- read guidelines - research of the necessary documents and read them carefully
- accreditation - follow the guidelines for applying for accreditation, if needed get in contact with the local NA or SALTO
- have a goal idea - make a research, develop a problem tree, study priorities of donors
- prepare a project proposal - include all stakeholders in the process
- find partners + volunteers - motivated, experienced, quality partners, do a pre-selection of volunteers, adapt the project proposal to the volunteer's profile
- write and apply - follow the guidelines, apply in more than one country (depending on the project), include all stakeholders, develop a logical frame
- waiting time - be patient
- prepare plan B - find other sponsors, supplementary activities
- partner agreement - prepare and sign
- volunteer agreement - prepare and sign

## Before the arrival of the volunteer

- settle proper accommodation
- welcome package
- provide EVS Info Kit for the volunteer
- settle proper work environment
- mentor / supervisor / coordinator (prepare them)
- prepare paper work and contracts / agreements
- exchange contacts / connections with volunteer
- partnership building / development
- prepare training cycle
- set tasks for volunteer
- preparation and training by the SO
- agreement with local community (depending on the activities)
- insurance - enrolment and provide information to the volunteer
- language preparation
- cross-cultural preparation
- fluent connection / communication between SO and RO
- travel arrangements
- visa
- farewell party in volunteer's country
- medical check-up
- connecting with ex- or current EVS volunteers in the RO
- check for special requirements (food, allergy, mobility, etc.)
- greeting the volunteer on the airport, organize events
- preparation for the welcome party
- check the expiry date of your passport (documents)

## First two weeks of the volunteer service

- meeting the volunteers and welcoming them ASAP
- prepare everything for them (house, food money, orientation)
- residence permit
- orientation training (introducing the team)
- orientation in new home city (arrange local transportation)
- meeting the mentor, language teacher, work place, beneficiaries
- contact the sending organization (RO + SO)
- welcome package, small gifts, sweets, notebooks, maps
- on-arrival training, introduce the tasks (timetable, project dynamics)
- official welcome party
- create a good environment (inclusive)
- teambuilding
- share expectations
- reflect on their expectations
- create a blog
- meet with other EVS from the receiving country

## During the volunteer service

- monitor (control) and supervise the learning process
- keep contact with SO / RO
- regular time for reflection and evaluation / support
- prepare the Youthpass
- weekly planning of activities, regular meetings with the mentor, regular language classes
- social-cultural events (invite and involve volunteers in the life of local community)
- celebrating birthdays, national holidays
- communicating with NA
- project visibility
- initiative (give space for personal project and support it)
- let them find their place in the organization
- mid-term training
- involve the volunteers in some charity events
- trainings on various topics that helps them in the future too
- RO finding partner organization on a local level for involving them in other activities too
- plan in more details the activities
- create checkpoints for monitoring the assessments
- self-assessment - giving feedback and insights on their work - support their improvement
- middle term party
- bye bye party
- be prepared for the unexpected

## Last two weeks and after departure of the volunteer (arrival in home country)

- farewell party – celebrate project results, give presents
- farewell meeting
- surprise party / event by the RO
- summarize the project
- discuss future, partnership and keep contact
- start looking for something to do
- final report event (discuss evaluation)
- goal meetings
- meeting with the SO
- Youthpass support
- helping the EVS volunteer to adapt to the home country
- involve the EVS in the SO projects and activities and use their experience / create new projects
- socially include them
- ask the EVS to share their experience and encourage others to try the same thing
- ask the EVS to promote their project (dissemination)
- CO final report (include all the activities)
- participate in an Annual meeting of ex-EVS volunteer
- RO send an invitation for the EVS to visit them again
- recommendation letter by the RO
- include in preparation of future EVS
- include in trainings opportunities and other projects
- invite for becoming mentors to future EVS volunteers
- Take good practices from the experience, know-how exchange
- Publish on the Erasmus+ Project Results Platform (<http://ec.europa.eu/programmes/erasmus-plus/projects/>)

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