



INFORMATION FOR EVS VOLUNTEERS OF SVC IVANCICE

Dear future volunteers,

This information sheet was made on the basis of experience from previous and present EVS in our organization. I would like to help you in the orientation of your EVS at the beginning.

Nadiya Malovichko (EVS Ukrainian volunteer), cooperated on this information sheet and thanks to her it could be made in a really early time. Thanks a lot for her cooperation and working activity.

Markéta Chmelíčková, EVS coordinator

My dear friends,

I am glad to share with you some ideas that we collected for you. Together with Markéta we tried to write the most important points. I hope that this information will be useful for you.

My EVS here is awesome and I hope that you also will enjoy your project.

Be creative, initiative and inspired.

Nadiya Malovichko, ex-volunteer

THE TOWN OF IVANCICE

IVANCICE is a south-moravian small town in the Czech Republic with about 10 thousand inhabitants. It is located about 30 km far away from the moravian capital; Brno in south-west direction. In Ivančice you can choose from various activities. There is a sports hall, a sports stadium, a skatepark, a football field, tennis courts. You can visit a cinema, various exhibitions and a museum. There are a lot of restaurants, bars, discotheques in our town. In the surroundings there is a swimming pool, cycle ways, theatres, castles and churches and other cultural and historical interests. Transport connections to the surroundings are at the very good level. More information you can find on www.ivancice.cz.

Ivancice is a small town, but don't worry about language. You always can find someone who speaks English, Russian, German and some other languages.

CENTRES FOR LEISURE TIME ACTIVITIES IN THE CZECH REPUBLIC

Centers for leisure time activities are supporters of long-standing traditions of the work with children and youth in the Czech Republic. The net of these centers for leisure time activities utilization of children and youth is allocated round the whole Czech Republic. The goal of these centers is the satisfaction of needs in the area of free time for the maximum number of children and youth. This activity from the preschool age up to the adulthood contributes to the personality forming, creates habits for the meaningful filling of the free time even the future life of every individual person. The centers for leisure time activities have the dominating position in the area of free time in the scope of their competencies.

STREDISKO VOLNEHO CASU IVANCICE

Stredisko volneho casu Ivancice is a centre for leisure time activities. It provides a special – interest education and services in the area of upbringing, education and edification for the general public. It works with children, youth, adults and seniors. It prepares for them hobby groups, occasional and open events, holiday and spontaneous activities. It establishes Youth Clubs and Information Youth Centre. It cooperates with schools, media and other organizations and subjects in town Ivancice and in the region. It is a guarantee of competitions, a regional coordinator of education and actions. It participates in national and international projects. It has a long-standing tradition, it was established in 1984.

www.svcivancice.cz

WORKERS OF SVC IVANCICE

Center of leisure time activities Ivancice works with kids, youth people and adults mostly in their leisure time. Most of your colleagues are pedagogues. Volunteers are important part of this organization and it could be great if you would do all the best to represent the organization in a good way.

Here are some people who will you contact the most:

- **Markéta Ch.** – EVS coordinator
- **Iva** – leader of occasional activities
- **Petra** – leader of youth club and Information Youth centre
- **Eva** – leader of creative activities
- **Ondra** – leader of sport activities

- **Andrea** – leader of Maternity and Family centre
- **Honza** – leader of media studio
- **Markéta H.** – leader of dance activities
- **Hana** – responsible for economic matters
- **Iveta** – paying out pocket money and money for food
- **and others**



This is our team.



Also there is one more person, that you will contact during your project – your mentor. Who is mentor?

MENTOR

Mentor will help you with everything connected to your social life (showing you around the city, how the public transportation works, helping you with possible personal problems, ...)

Each of you will have a mentor (it could be that one mentor will be assigned for more than one volunteer). You will have her/his phone number and in any cases you can call her/him.

BEFORE ARRIVAL

If you are from non-EU country – you need a visa. Your sending organization will help you to collect all documents and apply to Czech Embassy in your country. Don't forget about insurance. More information about insurance you will find below.

If you are from EU – the procedure is easier.

WHAT TO TAKE WITH YOU

- your own laptop (some tasks you'll complete in your room, like articles and other activities and just for your own comfort and free time)
- clothes for different weather
- all documents you need
- medicaments (if you need some special)
- adaptor for socket – check if you need one (there are different types of sockets)
- positive mood :)

You **DON'T** have to take bed-linens and towels, because you'll get them here.

AFTER ARRIVAL

You will get an envelope with the plan of the town, a Czech SIM card, pocket money and money for food, keys from the building and the room, telephone numbers of workers, a plan of work for the next month.

INSURANCE

Before coming to Ivancice you ought to get an insurance card. It will be from Cigna Company. Your sending organization will help you to apply for it; just don't forget to ask them about all details. After, you will get a letter by post. There will be a login and password. On the web-site you will login to your account and print a PDF version of your card. Print it and always take it with you.

FOREIGN POLICE

During 3 days after arrival you must go to the Foreign police (Brno). Some of our colleagues will go with you, so no worries. There you will get a stamp with your address.

If you are not from EU country - you must apply for long-term stay from 90 days to 14 days before ending the long-term visa.

MEETINGS

Every week you will have common meetings with other volunteers and workers. Also it is possible that meetings with leaders you will have during the week individually.

ACTIVITIES

You will do activities and tasks according to the Volunteering Agreement. There are a lot of different activities, especially in Spring and Autumn and other months are not so full. During months with fewer activities, when the work is flexible and irregular, your own ideas, actions and activities are welcomed. Every month you will get your own workplan for other month. Some activities must be changed according to actual situation and the activities can be planned from one day to another too. So you must be flexible and a timekeeper.

1/ The volunteer will perform an activity that includes pedagogical activities in the following areas of interest:

- regular interest groups (sport, creative, dance, media, ...)
- occasional events for the public
- camps and stays
- educational and adaptation programs for schools
- spontaneous and preventive activities in youth clubs
- activities of youth information center and media studio
- activities of children centre

A volunteer can combine activities according to his or her own interests - media, sport, creation, dance, project activity, work with small children, work in youth clubs, etc.

2/ The volunteer within the strategic EVS will be integrated into activities in cooperation with associated organizations in the microregion Ivančicko, Krumlovsko and Kahan. The volunteer will participate in annual events such as the Microregion Festival (Municipalities), the Restaurant Day (associations) and the European Day of Languages (Schools). These actions are intended as complementary activities to enhance the systemic impact. These actions reach a large number of people and are therefore suitable for promoting volunteering, EVS and Erasmus+.

3/ Other activities that the volunteer will do are: Czech language teaching, creation of own projects/mini-projects/events/programs, promotion of EVS and Erasmus+ program, participation in educational seminars, creation of media spots, promotion and decoration of the building.

MINIPROJECT

During your EVS you will prepare some mini-project. Can be something that you like, that you are interested in, some knowledge that you want to share through workshops, some action/event for public, for other volunteers, also. By this action you can uncover your own step. You can inspire by other volunteers. More information and inspiration about the mini-projects you can get it on Mid-term meeting.

WORKING HOURS

As usual you should work 30 hours a week but schedule could be corrected by the organization and activities. It could be possible to work some more hours during one day and take a rest during other day. You have 2 days per one month as a holiday. For example if your project is 5 months - you have 10 days of holidays.

WORKSHEET

In the very end of each month you should fill in a form about your working hours. The best advice - to write your working hours every day, because it would be hard to remember what did you do last week. Time that you spend in on-arrival training and midterm meeting will be counted as working hours and time spent together with mentor and Czech teacher is counting as working time too. It is possible that one month you will have less hours and other month you will have more hours. It depends on the activities in the month. During Autumn and Spring are a lot of activities then in Winter. Every month your project coordinator will count your working hours if you work a lot or less. But do not be afraid this is only for our control.

FIRM CLOTHING

Every volunteer obtains his/her firm clothing – two T-shirts and one sweatshirt. This clothing is determined for promotion of the organization and it is not allowed to modify anyhow. These clothes you will wear for our actions, events, ...

POCKET MONEY AND MONEY FOR FOOD

Every month you will get pocket money (4 €/day) the 1st day of month, and money for food (190 CZK/day = 7 €/day) between the 4th and 5th day of the month. You get money for breakfast, lunch, dinner and snack and you will cook all the food.

ON-ARRIVAL TRAINING AND MID-TERM MEETING

During your first weeks in EVS you should attend an on-arrival training session where you will meet other EVS volunteers from all over Europe. The National Agency will send an invitation to you and your project coordinator. After some months, approximately when half the project time is up, you will attend a mid-term meeting.

LANGUAGE COURSE

You will attend a language course. From the beginning of EVS you will learn with the professional. It is planned 120 min/per week.

CHRISTMAS

During Christmas you can go to your home (but on your own costs) or stay in the Czech Republic. During this time most of workers have holidays.

SCHOOL HOLIDAYS

- Autumn holidays
- Christmas holidays
- Midyear holidays

- Spring holidays
- Easter holiday
- Summer holidays

PUBLIC HOLIDAYS

- 1.1. – New Year's Day/Independent Czech State
- March, April – Easter Friday and Monday
- 1.5. – Labour Day/May Day
- 8.5. – Liberation Day
- 5.7. – Slavic Apostles St. Cyril and Methodius
- 6.7. – Jan Hus Day
- 28.9. – St. Wenceslas Day/Day of Czech Statehood
- 28.10. – Independent Czechoslovak State Day
- 17.11. – Students Struggle for Freedom and Democracy Day
- 24.12. – Christmas Eve
- 25.12. – Christmas Day
- 26.12. – St. Stephen's Day

In these public holidays you have free. The organization is closed.

MOBILE PHONE/TARIF

After coming you will get a SIM card with Czech number and a phone (if you need). The calling and sms in Czech Republic is free of charge for volunteers. It is paid from the project budget. The foreign calling and other services like payments for tickets are paid by volunteers.

INTERNET

You will have an Internet connection at your place (Wi-Fi router).

COMMON LIVING

You will live together with other 5 volunteers. You will live in the building of your organization in one corridor – 6 rooms, 1 kitchen, showers and toilets are common. It means that you have to share responsibilities for cleaning and other things. You also can agree on some rules of your common living. Every volunteer will get the document of Accommodation rules. It is very important to be quiet after 22:00 (10 p.m.) and before 8:00 (8 a.m.).

POSSIBLE ISSUES

You have to expect that all of you are coming from different countries (which have different traditions and habits). It is absolutely normal to have different opinions about different things, but please be sure that your behavior is acceptable in the Czech Republic and OK for other volunteers. Be tolerant and friendly to other volunteers, colleagues and to each other. I am sure that you will make your EVS in the best way.

In case of any problem you can contact your project coordinator/mentor/leader or somebody with who you will be ready to share.

SHOPPING

There are a lot of different shops in this town and you easily can buy almost everything you need. In other case you can go for shopping to Brno.

There are two big supermarkets: Penny and Tesco. They work every day (Penny till 8 p.m., Tesco till 10 p.m.).

You should be ready that grocery shops and other are closed on Sunday and on Saturday in afternoon. Exceptions are Tesco, Penny and some others. So, if you need to buy something special, you should plan it before weekends.

Bank also works since Monday till Friday.

Also there are some public holidays when shops and other institutions don't work. List of public holidays is in the end of the document.

*Volunteer tip!

- You can get some discounts and offers in Tesco, by asking for the client card in one of their establishments.

- In Czech Republic it is very common to find good second hand shops mostly for clothes, a good one is Genesis, you can find several establishments in Brno.

TRAVELLING

When you leave Ivancice you should announce it to your leader and Markéta and write it in the form which is hanging in your corridor. Your hosting organization must know where exactly you are.

For example if you are going to Prague for a weekend - you inform your leader and Markéta.

There is no problem for you to travel in your free time but buy the tickets after communication about it with Markéta.

When you will be sent for some actions by SVC Ivancice, the travel costs will be paid you.

You always can check the connection of train on the web-site:

<http://jizdnirady.idnes.cz/vlakyaubusymhdvse/spojeni/?lng=e>

*Volunteer tips!

There are different possibilities to get discount for travelling by train;

- If you are less than 25 years old, you can ask for IN25 Karta, in the train stations or online through České Dráhy website (www.cd.cz). You will need to pay a small fee to get this card, for example, for 1 year is 250 CZK and then you will have 25% of discount for all your travellings.
- If you are travelling in group, you can ask for “skupinová” (group) ticket. With this type of ticket, the first person will pay all the fee, the second will get 25% of discount, and the third and subsequent will get 50% of discount.

Also by bus:

- Student agency bus is a very interesting way of travelling. You can get discount by sign in their website or going to their office, in Brno main street.
- Use the EYCA card to get discounts in Student agency.

There is a quite good transport app for smartphones, IDOS, where you can check the connections and timetables of the trains and buses, not only the national ones but the internationals also.

To get around the cities, there is another app for smartphones that allows you to check the transport connections, it is called PUBTRAN.

WEATHER

Summer as usual is pretty warm. It could be around 25-30°C. In winter it could be cold -20°C. It is absolutely necessary to have some warm clothes and good winter shoes.

It means that you have to be prepared for different weather. Even for hot summer it is better to have a rain-jacket.

EDUCATIONAL PLAN

You will create/do an educational plan – what you would like to learn here. So, before your EVS please think: what could be interesting for you here? EVS is great opportunities to show your creativity and learn how take an initiative.

YOUTHPASS

After your EVS you will get Youthpass. What is it?

Youthpass is part of the European Commission’s strategy to foster the recognition of non-formal learning. As a tool to visualize and to validate learning outcomes gained in “Youth in Action” projects, it puts policy into practice and practice into policy:

Creating their Youthpass Certificate together with a support person, participants of “Youth in Action” projects have the possibility to describe what they have done in their project and which competences they have acquired. Thus, Youthpass supports the reflection upon the personal non-formal learning process.

Documenting the added value of a “Youth in Action” project, Youthpass visualizes and supports active European citizenship of young people and youth workers.

Being a Europe-wide validation instrument for non-formal learning in the youth field, Youthpass contributes to strengthening the social recognition of youth work.

Making visible and validating key competences through a certificate, Youthpass finally aims at supporting the employability of young people and youth workers.

More information about Youthpass you can find here: <https://www.youthpass.eu/>

Good hint: write everything that you learn during your EVS and in the very end you don't need to spend hours to refresh everything in your memory :)

PREVIOUS AND PRESENT VOLUNTEERS

1. Stephanie Medda, France, 1.10.2009 – 30.9.2010
2. Gorka Melus Jimenez, Spain, 1.10.2010 – 30.9.2011
3. Nadiya Malovichko, Ukraine, 1.10.2011 – 30.9.2012
4. Oguzhan Gursoy, Turkey, 1.10.2011 – 30.9.2012
5. Justine Zurkova, Latvia, 1.10.2011 – 30.6.2012
6. Martin Bernat, Slovakia, 1.10.2011 – 17.2.2012
7. Anna Aichriedler, Austria, 1.4.2012 – 18.8.2012
8. Begona Ortiz Poyato, Spain, 1.7.2012 – 30.9.2012
9. Laura Azuara Gonzalez, Spain, 1.9.2012 – 31.3.2013
10. Erika Streikisa, Latvia, 1.9.2012 – 31.8.2013
11. Veronika Šándorová, Slovakia, 16.9.2012 – 2.2.2013
12. Daniela Mink, Germany, 1.10.2012 – 30.9.2013
13. Tigranuhi Aleksanyan, 1.10.2012 – 30.9.2013
14. George Grigalashvili, 1.10.2012 – 30.9.2013
15. Samet Yilmaz, Turkey, 1.11.2012 – 31.10.2013
16. Annalisa Incerti, Italy, 1.4.2013 – 31.8.2013
17. Mario Gómez Marente, Spain, 1.5.2013 – 30.04.2014
18. Ana Ferreira, Portugal, 1.9.2013-28.2.2014
19. Davide di Marco, Italy, 20.9.2013-31.8.2014
20. Shushan Danyelian, Armenia, 11.10.2013-30.9.2014
21. Álvaro Llorente Colomo, Spain, 24.10.2013-30.9.2014
22. Maria Grigoryeva, Russia, 13.3.2014-12.3.2015
23. Zuzana Potocká, Slovakia, 1.2.2014-31.8.2014
24. Carles Pijoan, Spain, 2.5.2014-28.2.2015
25. Lucas Martin, Germany, 1.10.2014-31.8.2015
26. Marion Levert, France, 1.10.2014-31.3.2015
27. Marco Meli, Italy, 2.11.2014-27.11.2014
28. Ashkhen Haykuni, Armenia, 7.4.2015-29.2.2016
29. Alla Bazhenkina, Russia, 7.2.2015-6.9.2015
30. Enrico Gorgone, Italy, 3.3.2015-13.7.2015
31. Loris Moticelli, Italy, 21.9.2015-26.2.2016
32. Katalin Oltyán, Hungary, 1.4.2015-31.3.2016
33. Alejandro Munoz, Spain, 3.3.2015-29.2.2016
34. Arsen Yeghiazaryan, Armenia, 6.9.2015-31.8.2016
35. Jennifer Hermoso, Spain, 1.9.2015-31.8.2016
36. Lennert Lehmann, Germany, 1.11.2017 – 30.6.2018
37. Annalisa Fanfoni, Italy, 6.11.2017-30.9.2018
38. Mariam Melyan, Armenia, 16.1.2018-31.12.2018
39. Alina Fedina, Russia, 13.2.2018-31.12.2018
40. Devali Tas, Turkey, 14.2.2018-7.4.2018
41. Eucástila Diaz, Spain, 19.2.2018-31.1.2019