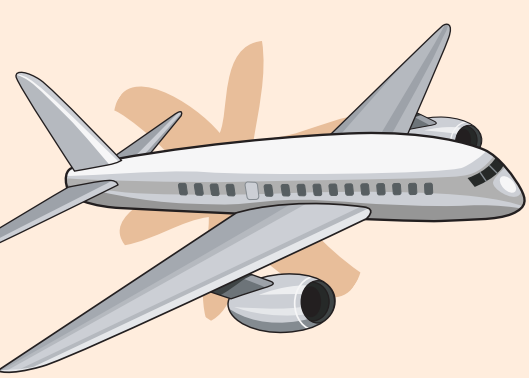


EUROPEAN SOLIDARITY CORPS PROJECT

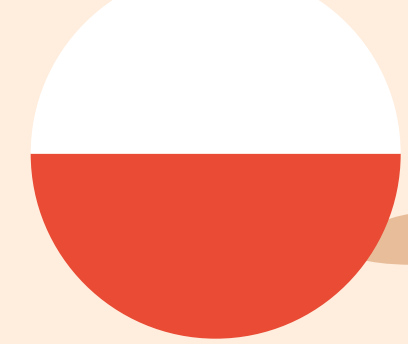
VOLUNTEER LIFE & WORK ISSUES IN POLAND



**EUROPEAN
SOLIDARITY
CORPS**



SETTLING DOWN IN POLAND



After arrival, volunteer will have some days to settle down and organise life issues with support of the project coordinator in Silesia Region or tutor/mentor in other regions:



Alior bank account /PLN/

public transportation



Covid-19 test /if needed/

legal issues concerning life and housing in Poland /PESEL number, etc/

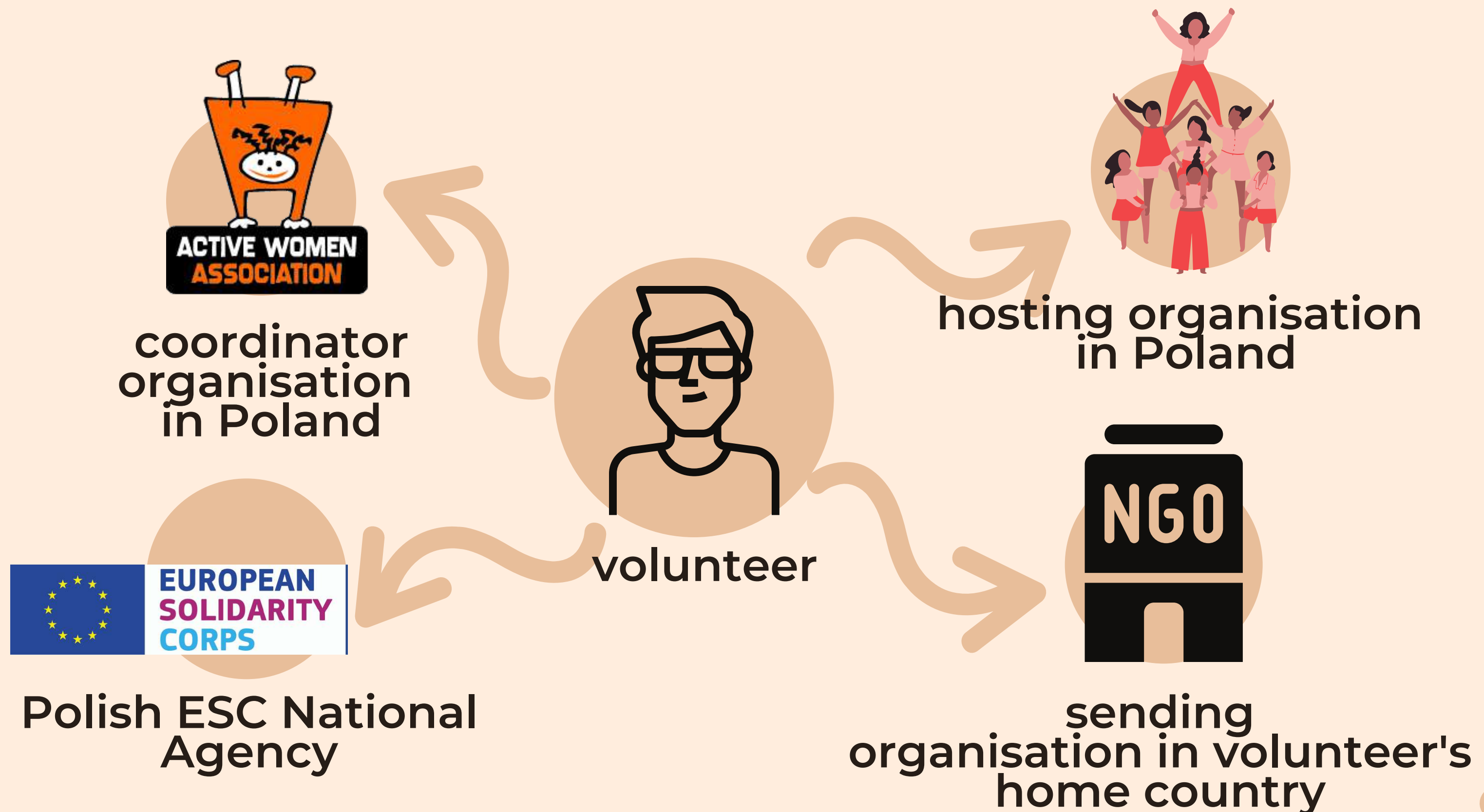
house arrangements

registration in health care system

Intro & Dissemination Training will be delivered by Active Women Association live/online at the beginning of the service /2 days + 2 days/



WHO PARTICIPATES IN EUROPEAN SOLIDARITY PROJECT?





ESC PROJECT COORDINATORS



Monika
Supervisor



Halina
President



Monika

PROMO TEAM



Peter



Damian



Marek
Finances

ACTIVITY AGREEMENT

Must be signed and scanned before arrival
and in original after arrival to Poland.



Content:

- task and duties of: volunteer/hosting organisation/coordinating organisation/sending organisation
- financial conditions
- work frames & planned activities
- Annex I - housing conditions
- Annex II - dissemination tasks



PAYMENT



Monthly allowance /MA/ 1200 PLN - includes:



pocket money 120 EURO



food allowance 130 EURO



local transportation money /in case of travel to work/

After arrival the bank account in PLN will be set up and transfers will be done up to the 5th day of each month automatically. First and the last bank transfer will be done upon on the calculation of certain amount of days spent by the volunteer on the project.

NOTICE!

Payment will be done after monthly task performance by volunteer: work, dissemination, evaluation, tasks to do with Active Women Association



LOCAL TRANSPORT

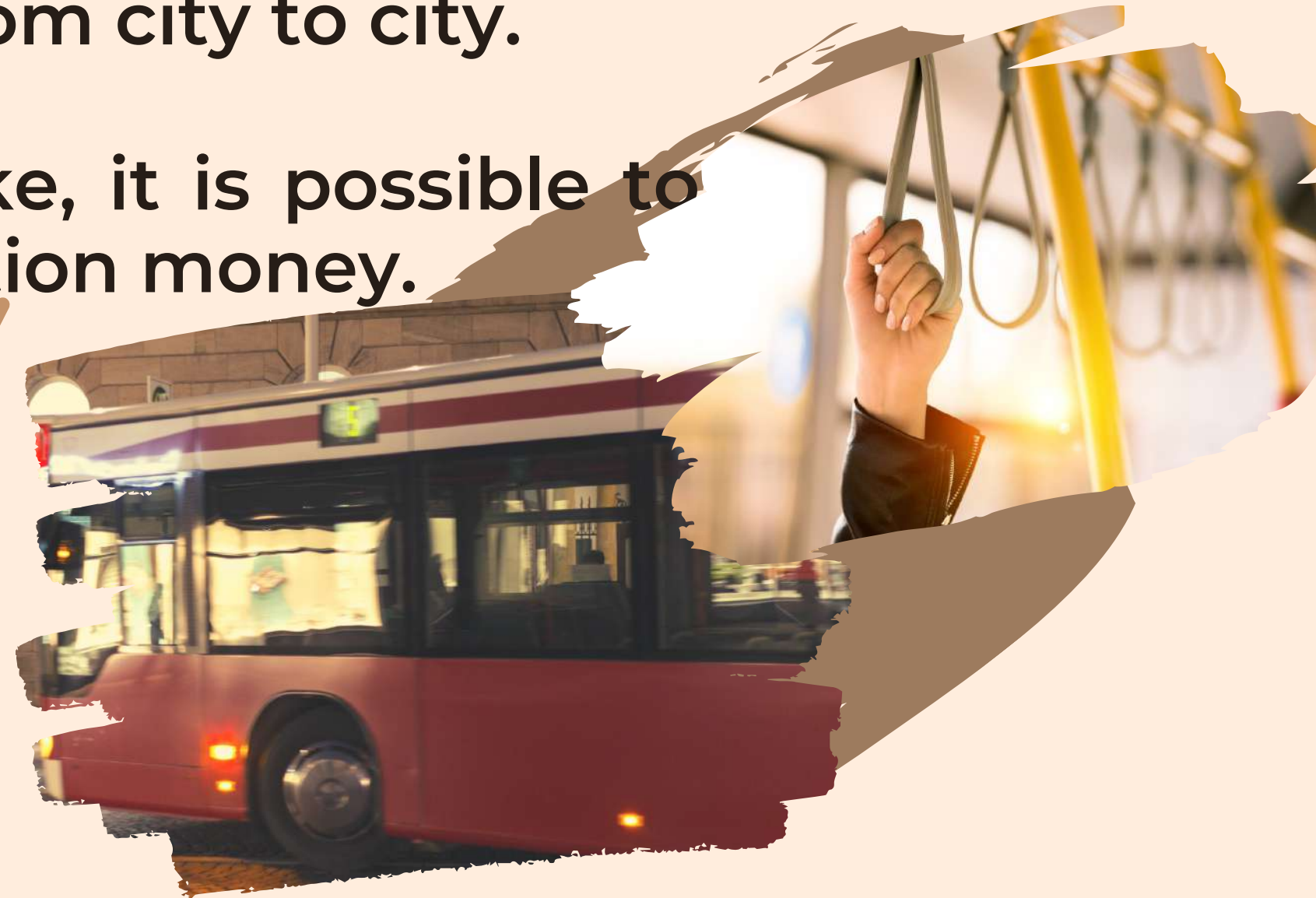


In case a volunteer needs to travel to work by public transport, transportation money is included in the monthly allowance.



If a volunteer uses local transport, it is recommended to set up a city transport card with the help of a coordinator/mentor. A three-month top-up is best. Prices vary from city to city.

If a volunteer prefers to go to work by bike, it is possible to arrange it on his/her/ own using transportation money.





TRAVEL REIMBURSEMENT

Real costs travel reimbursement will be made to the Polish bank account of the volunteer /PLN/ up to the flat rate from Erasmus+ distance calculator mentioned in the Activity Agreement, up to 1 month after arrival to Poland and signing of the travel reimbursement statement delivered by the coordinator.

Necessary documents : reservation with the price, boarding pass, ticket.

Reimbursement of return travel costs will be made after:

- ✘ filling a final report to the National Agency, final evaluation form to AWA, Youthpass
- ✘ providing obligatory dissemination materials indicated by Damian
- ✘ carrying out a final language proficiency test in the Online Linguistic
- ✘ Support platform

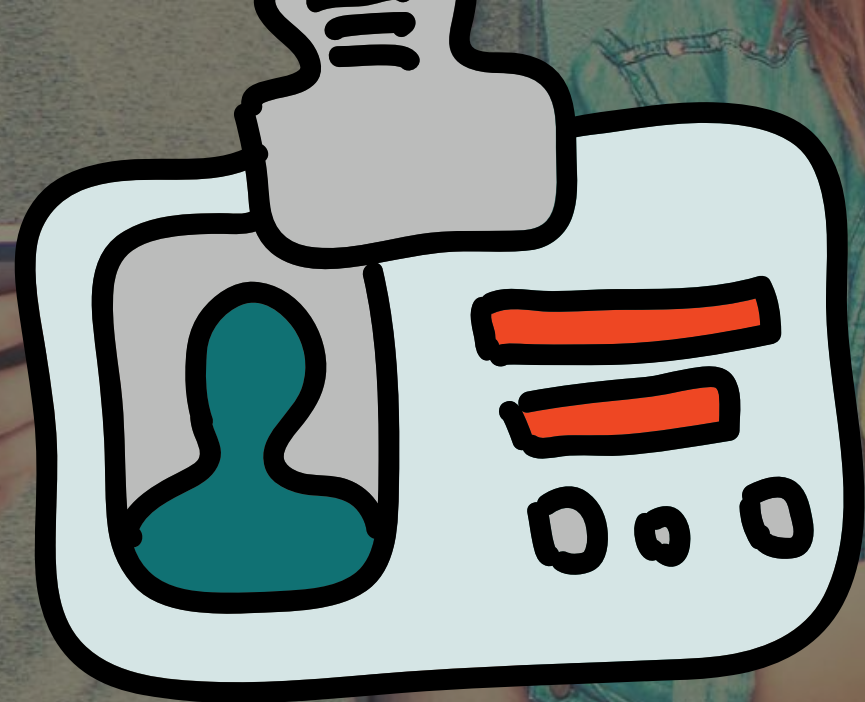




EARLIER DEPARTURE & TRAVEL.

In case of the earlier departure, travel reimbursement will be done only in case of Force Majeure, to be proved by a volunteer in paper and if the project coordinator and National Agency accept the reasons.

If the reason for earlier departure is caused by a volunteer decision, not Force Majeure, the project coordinator has got a right not to reimburse return travel costs.

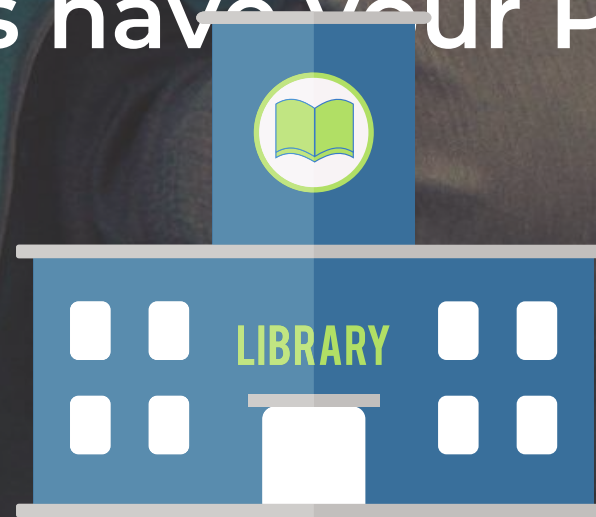


.....PESEL NUMBER.....

Project coordinator/Tutor will help volunteer to register your residence in Poland. You will automatically obtain a PESEL Number - Polish acronym for „Universal Electronic System for Registration of the Population”

PESEL is the basic registration number valid in Poland and is assigned to every person living in Poland. Having this number entitles you e.g. to sign up to the library and get most of the public services.

NOTICE! You need to always have your PESEL number with you /photo of document/



HOUSE



Volunteer needs to agree and sign to the rules of the housing /ANNEX FLAT - Activity Agreement/.

Volunteers need to elaborate Cleaning Plan & Rules of the flat they are living during the first month of housing.

Plans for each flat need to be presented to the project coordinator at the Volunteers Group Meeting.



DEPOSIT



Volunteers should be aware that any damages resulting in incorrect behaviour, constant mess or smoking can be covered from money deposit according to the rules in the ANNEX /LAST PAYMENT/.

At the end of the service coordinator checks the flat conditions and decides upon the deposit to be deducted from the last transfer of money.

Deposit will not be deducted at the end of the project on the condition that the tenant follows the rules of the flat/housing and he/she didn't cause any serious damage.



EQUIPMENT IN THE FLAT

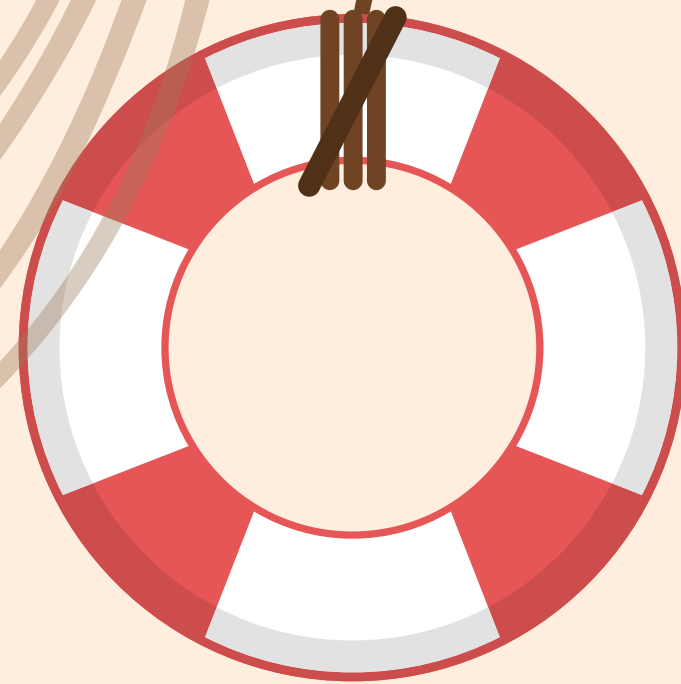


Coordinating organisation is obliged to deliver all the basic equipment in the flat.

In case project coordinator may ask volunteer to buy equipment from his pocket money. After receiving receipts and invoices project coordinator will perform reimbursement of the costs to the volunteer's Polish bank account.

Volunteer can ask tutor/mentor for buying additional house equipment and AWA will reimburse the costs after getting the receipts.





MENTOR



Support in life issues:

- integration in new environment
- personal problems support
- health problems/health care arrangements
- support in self reflection and evaluation of learning process



OBLIGATORY TRAININGS BY NATIONAL AGENCY



ON ARRIVAL / Warsaw city/Online /5 days/

MID TERM / Toruń city/Online /5 days/

HOW TO ENROLL?

Your coordinator will inform you about the dates. You will also receive an email-reminder from the National Agency to fill the survey before the training.

During the training you won't be present at work, so inform your tutor long before it. Trainings are included into working hours.

Costs of transportation to the trainings in Warsaw/Toruń will be reimbursed by AWA after receiving originals of the tickets /send by post or delivered in person to the office in Sosnowiec/

Trainings are **ABSOLUTELY** obligatory!!! You mustn't plan any other activities for the days of the training.





INSURANCE PLAN

European Health Insurance Card (EHIC) for participants from EU countries. Volunteer with this card can use public health care in Poland for free.

CIGNA - private insurance, especially designed for the ESC volunteers will provide reimbursement of the doctor service and medicines.

PRIVATE MEDICAL INSURANCE- to be arranged in case volunteers has no access to EHIC/CIGNA. This reffers to Polish volunteers doing in-country service

How Cigna works?

Volunteer must pay first on his/her own for the medical service /around 30 euro/, so make sure that volunteer always have some saved money for the doctor. Neither hosting nor coordinating organisation is able to pay for the volunteers' medical service.

NOTICE: CIGNA requires to use at first public health care EHIC. You need to justify the reason of using private Cigna insurance.

CIGNA PROCEDURE FOR MEDICAL COST REIMBURSEMENT



Log in to
your
Cigna
account

Upload
your
receipts,
invoices

Write
a comment
with
explanation
of the cost

Submit
your
request

Reimbursement
should reach
you in 2 weeks

NOTICE!!!

In case of chronic medical condition like dentists etc, before the appointment you should ask Cigna if they agree to cover costs of the service



HEALTH CARE PRACTICALITIES.

Mentor/tutor/project coordinator in your city will arrange for you point of reference for the medical service and upon getting sick, volunteer needs to go for medical consultancy in public health care or in private health care following the rules presented before.

POLISH LANGUAGE COURSE



There are 2 possibilities of learning Polish:

- language course online from AWA /faculty/
- Online Linguistic Support course from National Agency /OLS, obligatory/

Everyone will be given access by the project coordinator to take a Polish language test at the beginning and end of mobility.



VOLUNTEER WORK GUIDELINES



Tutoring

TUTOR

work supervisor at the hosting organisation

learning process support



WORKING SCHEDULE AND JOB PLACEMENT

Working time - not more than 38 hours per week, including language and other training activities relating to the project.

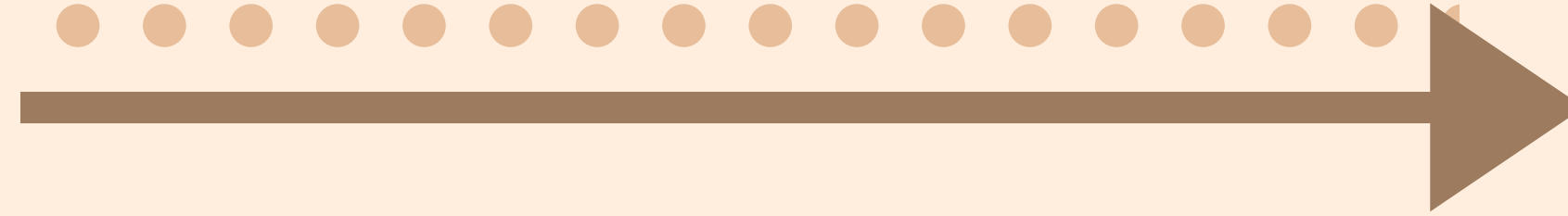
Hosting organisation has presented already working schedule upon applying for the project, [example linked](#)

At the beginning of the voluntary service a tutor needs to update it upon arranging work activities together and elaborate with the volunteer document [Job Placement Description](#). /Task, duties, working hours/





WORK FRAMES



- ✓ Tutor and volunteer needs to prepare a precise description of the volunteers activities and tasks - JOB PLACEMENT DESCRIPTION.
- ✓ Volunteers must not carry out routine tasks that would normally be carried out by paid employees.
- ✓ Volunteers should be encouraged to use their own ideas, creativity and experience to develop their own projects or activities relating to the work of the host organisation - that should provide a space and opportunity for volunteers' own projects.

COOPERATION WITH TUTOR AND PROGRESS EVALUATION

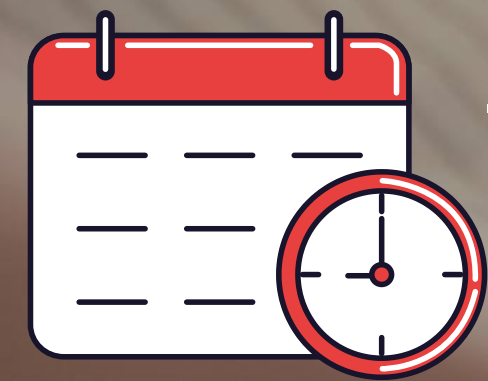


Beginning of the week - planning meeting with the tutor

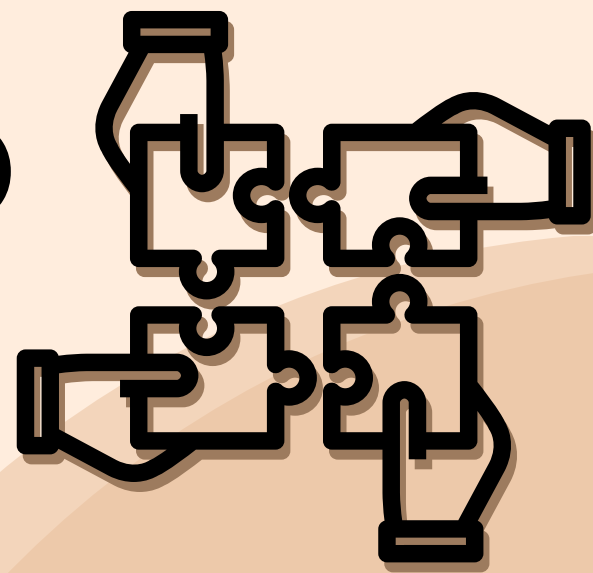
End of each week - feedback meeting with the tutor to evaluate and discuss your work and learning results, achievements, introduce changes, etc.

Methods:

- ✓ constructive feedback
- ✓ “soft” evaluation tools delivered by us: PMI template, “lesson of the week”, “gratitude jar”- what are you grateful over week?



COOPERATION WITH TUTOR AND PROGRESS EVALUATION



End of each month - longer meeting for work&learning progress evaluation with tutor.

Objectives:

1. discuss achievements, weaks and strengths over last month

2. fill by hand and upload 8 Key Competences Table - it must be collected, cause it will serve in the end of the project to elaborate certificate YOUTHPASS.



Mid-term evaluation after 6 months- electronic survey online from the project coordinator in Active Women Association

Final evaluation the end of the project - electronic survey online from the project coordinator in Active Women Association

YOUTHPASS CERTIFICATE

Youthpass

VOLUNTEER' AUTO-EVALUATION DURING THE PROJECT

Certificate proves that volunteers participated in the ESC project and describes competences gained.


WATCH VIDEO



How to get it?

Regularly performed evaluation during the project lifetime and 8 Key Competences Table to be filled each month will help you to notice and describe your development in the area of 8 key competences from the EU.

THE 8 KEY COMPETENCES* FOR LIFELONG LEARNING



1

Multilingual - communication in your mother tongue and other languages, critical thinking, brainstorming what it is, comparison with the formal description / verbal and non verbal communication

2

Personal, social and learning to learn competence: tolerance, empathy, cooperation, leadership, cooperation, conflict management, reflect what have you learnt, process of reflection, discover what do you need to improve, getting more conscious about yourself deal with complex situations, life and professional goals

3

Active Citizenship: active participation in the life of city, country, political issues, curiosity

THE 8 KEY COMPETENCES* FOR LIFELONG LEARNING



4

Entrepreneurship - sense of initiative, turn ideas into the reality


5

Cultural awareness and expression - express your identity, understand other identities

6

Digital competence: digital citizenship, safety, participation, IT, dissemination, softwares, critical thinking

THE 8 KEY COMPETENCES* FOR LIFELONG LEARNING



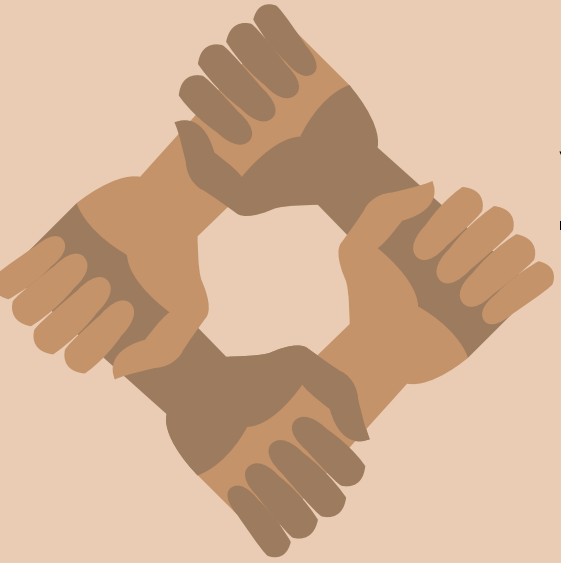
7

Mathematical, science, technology and engineering - analytical way of thinking, analyzing, logical, conflict management, manage your own budget, approach to the problems, ecology

8

Literacy: writing articles, posts, thinking in English, what's the difference between your expressions in your mother tongue and in English

COOPERATION & YOUR IMPACT ON LOCAL COMMUNITY



Volunteer Group Meetings with project coordinator /VGM/.
Once per month /on Wednesdays - 5-7 pm / meetings with the coordinator will be held to discuss current issues, dissemination, problem solving, corrections, challenges, etc.

Open Mind Club - meetings, discussions live/online, presentations. You will be asked to run one or two activities per year. Topics - up to the volunteers. Location: ESC FB.

Activities with Active Women Association - e.g participation in edu-projects in Poland and abroad e.g. Erasmus+ projects.
Info will be sent by email, on FB.

Activities for local community - according to the local needs and volunteers ideas

..LIFE COACHING AND COUNSELING..

Live coaching sessions online - Kate Woźniak

Psychological counselling online - Olga Grabowska, Ysaura Radicio

Career Direct Guidedance- evaluation of your professional potencial and career directions. Consultancy with the Career Direct trainer.

NOTICE!

Obligatory 1 psychological counselling upon your proffesional development goals at the beginning of the project /first month/ and 1 after six months.

COMMUNICATION WITH PROJECT COORDINATOR



WHATS APP GROUP



REGULAR EMAILS



regular meetings

online/live - 1 per month - Wednesday 5 pm - 7 pm

zmieniamy na 1 per month - first Tuesday or Thursday of the
month 5 pm - 7 pm

AWA VOLUNTEERING PROJECTS IN POLAND

2 innovative special needs schools in Sosnowiec city
/disabled people from 2 months to 24 years old/

12 democratic free schools all over Poland: Szczecin,
Bielsko Biała, Tychy, Warsaw, Łódź, Gliwice, Katowice

1 general high school in Sosnowiec - European profile

1 contemporary art foundation In Situ - Sokołowsko town
in Sudety Mountains /great summer art festivals, movie
archives of Krzysztof Kieślowski/

1 alternative theatre in Katowice city

1 circus education organisation in Szczecin





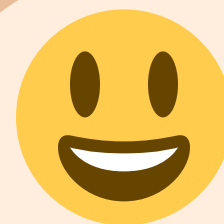
SHORT STUDY VISITS IN DIFFERENT HOSTING ORGANISATIONS

Possible to visit other hosting organisations in Poland and learn how they work- 1 or 2 days.

Contact other tutors personally /go to Padlet network/ and send e-mail and arrange this opportunity on your own.

Accommodation: You can stay in volunteer's flat in another city
Other costs: You manage on your own.

Remember: Everyone loves cakes.



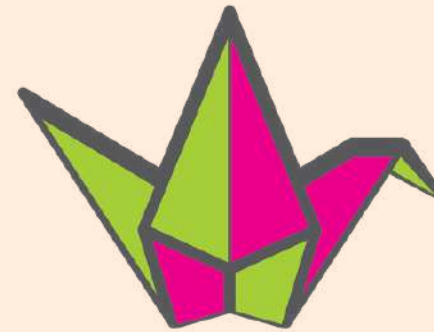
Schools websites



- [Our Good School in Katowice](#)
- [Upper Secondary School No. 9 in Sosnowiec](#)
- [Special Needs Primary School in Sosnowiec No. 30](#)
- [Special Schools Complex No. 4 in Sosnowiec](#)
- [Wild Democratic School in Tychy](#)
- [Free Democratic School in Gliwice](#)
- [Democratic Education Foundation Dandelion in Łódź](#)
- [Bullerbyn Free School in Warsaw](#)
- [Free School in Warsaw](#)
- [Free Way Democratic School in Szczecin](#)
- [Circus Zodiac in Szczecin](#)
- [Forest Kindergarden in Łódź](#)
- [Waldorf Free School in Bielsko-Biała](#)
- [Korrelacja Foundation in Łódź](#)



ESC VOLUNTEERS NETWORK IN POLAND



padlet



GO TO PADLET INTERACTIVE WALL TO CONNECT AND
MEET YOUR COLLEAGUES WORKING IN OTHER
ORGANISATIONS IN POLAND AND OTHER CITIES.



SAFETY

MEASURES



SAFETY MEASURES AT HOME - COVID-19

In case any flatmate has to undergo a quarantine and work home office, you should follow the safety measures:

- 🦠 social distancing
- 🦠 cleaning the common surfaces
- 🦠 masks when staying together

SAFETY MEASURES AT WORK

Each hosting organisation should work out its own safety measures for the cooperation in Covid-19 circumstances.

Ask your tutor about the strategy of cooperation in this difficult time and follow the rules.





HOME OFFICE

Due to COVID-19 there may occur the situation of quarantine and home office.

In such cases volunteers need to inform project coordinator agree upon tasks with the tutor and start performing tasks virtually following the program prepared.

VIRTUAL COOPERATION...



Due to COVID-19 it is possible to start or continue project virtually, from your home country.

During this service volunteers have a right to get pocket money.

There is a task&program prepared by tutors and project coordinators and regular meetings online.



I HAVE A PROBLEM... WHO I SHOULD CONTACT?

Life is messy and sometimes you will find yourself in a difficult position. What then?

CONTACT (in that order):

- Your hosting organisation - talk to your tutor and tell them about your concerns, problems.
- Project coordinator - If you decide that your problem isn't sorted out yet, you can of course talk to us and we will do everything in our power to sort situation out.
- National agency - If you decide that your problem still isn't sorted out, contact national agency and present them situation. Of course we don't encourage it, because NA works with a lot of organisations and we can't be sure when they will get a chance to review your case.

I PLAN A TRAVEL..... SO WHAT NOW?



We encourage you to travel and visit different cities, countries and places in general. But... yes, there is a but.

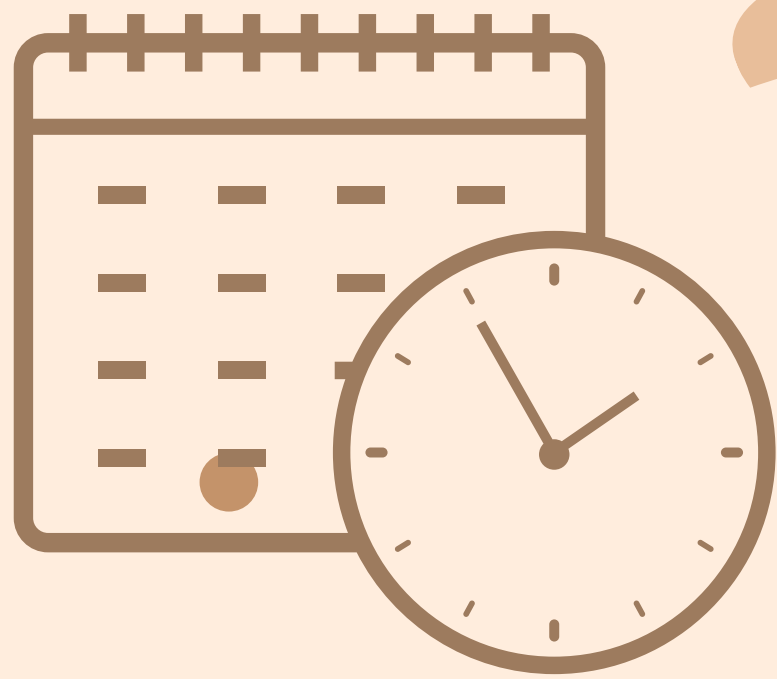
IF you plan to go anywhere:

- First please contact your tutor and ask for a permission
- Then ask your project coordinator

We can't just pack up our backpacks and disappear. Life isn't "Wild" or "Eat, Pray, Love".

THEN after everything is sorted out buy tickets and enjoy your journey. OH! And remember... you do have only 2 free days per month. Use them wisely.





DAYS OFF



**Volunteer has a right to 2 days free per week /Saturday, Sunday/
+ 2 days of holiday per month that can be accumulated.**

NOTICE !

As there are many days off and bank holidays in Poland, volunteer should make agreement about the holidays with tutor at the beginning of the service, it is necessary that your holidays coincide with days off at hosting organisation e.g. winter holidays at schools.



HOLIDAYS



There are 3 options for celebrating Holidays:

- ✓ volunteers from all over Poland together in a big flat in Sosnowiec
- ✓ with some Polish families /Tutors/ Mentors/any people from hosting organisations community in the hosting organisation
- ✓ volunteer go home abroad

For the best solution in your case contact with your hosting organisation





Great you joined our team
Welcome in Poland

AND GOOD LUCK IN YOUR JOURNEY