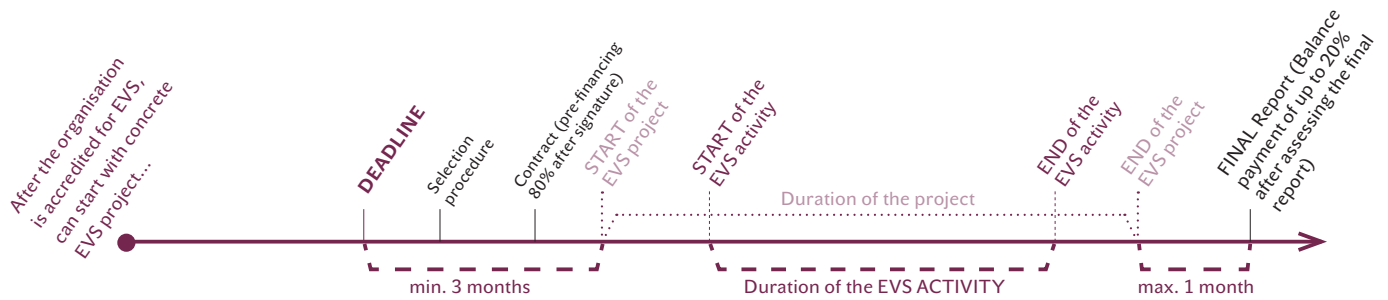


EVS Project Life Cycle – what the EVS coordinator should think about?



	I. Before DEADLINE-before submitting of the application form	II. Before DEPARTURE of volunteer for EVS	III. During EVS	IV. After RETURN of EVS volunteer to home country
SENDING ORGANISATION (SO)	<ul style="list-style-type: none"> • Help to EVS volunteer with finding suitable receiving organisation for EVS project • Communication with receiving organisation (sharing expectations of SO, RO and volunteer from EVS, creating of the EVS project together with RO) • Signing the partnership – mandate contract (in case the SO has the role of partner organisation in the project) • Submitting of the application form to NA/ EACEA (in case the SO is also in the role of the „coordinating organisation“). 	<ul style="list-style-type: none"> • To ensure the „pre-departure training“ for EVS volunteer in needed quality • Help with ensuring travel to/ from RO to EVS volunteer • Help with ensuring visa if needed • Ensuring of insurance of EVS volunteers – through centrally chosen insurance company (CIGNA-www.cigna-healthbenefits.com) • Continuous communication with EVS volunteer and his/her support • Continuous communication with RO about content of the project and practicalities (accommodation, boarding, special needs of EVS volunteer if needed) • Signing the Volunteering Agreement EVS with EVS volunteer 	<ul style="list-style-type: none"> • Communication with EVS volunteer on regular basis (weekly/ monthly...) • Continuous support of EVS volunteer (motivation, learning process, sharing experience...) • Help in crisis situations / with solving possible problems to EVS volunteer 	<ul style="list-style-type: none"> • Support of EVS volunteer with re-integration in the home country • Support of EVS volunteer in the motivation to share experience from EVS • Offering possibilities for further involvement of EVS volunteer into activities of the SO (promoting EVS among youth, sharing experiences from EVS etc.) • Sharing experience of EVS volunteer within employees of the NGO – to discuss benefits/ limits of EVS for the SO and how to do EVS project in higher quality in the future • Communication with the RO – sharing experience with EVS (benefits/ limits of EVS and how to do EVS project in higher quality in the future) • Informing the EVS volunteer about „Evaluation Meeting of ex-EVS volunteers“ and motivate EVS volunteer to participate in • Submitting of the Final report of the project (in case the SO is also in the role of the CO)

	I. Before DEADLINE-before submitting of the applica- tion form	II. Before DEPARTURE of volunteer for EVS	III. During EVS	IV. After RETURN of EVS volunteer to home country
RECEIVING ORGANISATION (RO)	<ul style="list-style-type: none"> • Communication with possible candidates for EVS • Selection of EVS volunteer • Communication with SO (sharing expectations of SO, RO and volunteer from EVS, creating of the EVS project together with SO) • Signing the partnership – mandate contract (in case the RO has the role of partner organisation in the project) • Submitting of the application form to NA/ EACEA (in case the RO is also in the role of „coordinating organisation“) • Preparation of practicalities for receiving an EVS volunteer (communication with staff of the RO about the intention to receive EVS volunteers, to find out possibilities for accommodation, mentor for EVS volunteer, suitable language support...) 	<ul style="list-style-type: none"> • Ensuring suitable accommodation for EVS volunteer • Ensuring mentor for EVS volunteer • Intensive communication with EVS volunteer as well with SO about content of the project/ activities-expectations of EVS volunteer and about practicalities (accommodation, boarding, special needs of EVS volunteer if needed) • Signing the Volunteering Agreement EVS with EVS volunteer 	<ul style="list-style-type: none"> • Ensuring clear long-term plan of various activities • Setting and following of educational aims of the project (EVS volunteer as well RO) • Evaluation and planning meetings with EVS volunteer and project coordinator on regular basis • Long-term support of EVS volunteers, including help with integration into local community and culture • Help in crisis situations / with solving possible problems to EVS volunteer • Ensuring mentor (setting of regular meetings of EVS volunteer with mentor) • Regular communication with SO • Ensuring practicalities: accommodation, boarding, language support, pocket-money, local transport (if necessary), days off (2 consecutive free days per week) and holiday (2 days of holiday per month) • Ensuring of participation of EVS volunteer on „On-arrival“ training course and „Mid-term Evaluation“ • Set up the Youthpass 	<ul style="list-style-type: none"> • Communication with the SO – sharing experience with EVS (benefits/ limits of EVS and how to do EVS project in higher quality in the future) • Sharing experience with EVS within employees of the RO – to discuss benefits/ limits of EVS for the RO and how to do EVS project in higher quality in the future • Support of EVS volunteers (follow-up activities and possible cooperation with the RO) • Submitting of the Final report of the project (in case the RO is also in the role of the CO)

Explanatory text (shortcuts used in the text):

SO – sending organisation / RO – receiving organisation / CO – coordinating organisation/ EVS – European Voluntary Service

Resources

Erasmus + Programme Guide, European Commission-DG EAC, 2017.

Experiences of EVS coordinators from “Accreditation training courses for new sending and hosting organisations” (organized by the CZ NA within 2004–2013).

Magda Wagenknechtová Svobodová,

*Association of Non-formal Education z.s. (ANEV z.s.), long-term experience
with topic of EVS and with EVS accreditations, Czech Republic*