



CONCELLO DE TOMIÑO

HOSTING ORGANIZATION

Name of the organisation: Ayuntamiento de Tomiño - Omix

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Name of the legal representative: Sandra González Álvarez

Position/function: Mayor

Coordinator: Elisabet Pérez de Santiago

The parties certify that all information contained in this agreement is certified truthful and accurate and that no relevant information has been withheld.

DESCRIPTION OF THE ORGANIZATION

The Youth Information Office of Tomiño (OMIX) is a free, public service with the aim of providing information to young people. We also provide varied documents and individual counselling. Since 2011 we are a voluntary action organisation and have a group of volunteers where other people interested may participate. The OMIX was open to public in July, 2002. It currently depends on the Youth Council of Tomiño. The general aims of OMIX are to provide permanent information, counselling and documentation to young local people and other young visitors regarding topics of their concern, affecting their daily life, for their personal use and favouring the access to social opportunities. Topics in different sections: different calls (lists and grants, programmes of the General Youth Bureau, courses, camps,...), tourism, volunteering, education, employment, leisure, sports, youth programmes, law and duties (housing, consume...), participation, health, society, youth card and other cards... Target group of the OMIX: people aged between 12 and 30/35 years. The OMIX offers every year free workshops, courses and activities from February to November. Depending on the demand, there are new courses or old ones are repeated. The person in charge of the service and the group of volunteers is a youth technician.

Since 2014 the Youth Worker is in charge of Cultural, Educational and Sportive department, also.

ABOUT OUR VILLAGE

Surface area of Tomiño: 103.39 km²; inhabitants: almost 14,000; number of settlements (parishes): 15. The municipality is surrounded by mountains: at the West, Serra do Argallo, border to the towns of O Rosal and Oia; at the North, Groba and O Galiñeiro, border to Baiona and Gondomar, at the East, Mountain of Gondomar, border to Tui, and at the South, the River Miño is the natural border to Portugal. The inhabitants live in scattered towns; the number of elderly people is increasing. Both birthrate and mortality are higher than in Galicia. Regarding employment, the number of people working in the service sector and the number of unemployed people have increased. There is a low qualification level. Our project will be developed mainly in Tomiño, located in the Baixo Miño, in the Southwest of Galicia. Also, given the location of this border town, we will also develop some activity in Vila Nova de Cerveira (Portugal) and other nearby municipalities. Our district is largely rural, so the population is in direct contact with the environment

Responsibilities

Hosting organisation:

- The hosting organization is responsible for the application with their National agency and the final report.
- The hosting organization is responsible for the information about and for the issuing of the Youth Pass.
- It gives any necessary information about the project (organization, living and working conditions, tasks) to the volunteer and the sending organization.
- It is responsible to take care of the well-being of the volunteer, to offer all learning opportunities in the field of social, cultural and personal development.
- It ensures the access and support for the volunteer in implementing the activities proposed
- It guarantees that the volunteer takes part in a language course at the beginning of the EVS activity.
- It guarantees that a mentor will take care of the volunteer in the project.
- Provides sending organization with the necessary information to realize in time the AXA insurance of the volunteer
- It is responsible to pay the sending costs to the sending organization or to the volunteer
- Covers the costs of renting apartment, utilities (water, electricity, heating*)
*heating no more than 120€

Sending organisation:

- The sending organization takes responsibility in preparing the volunteer for the stay in Galicia (Spain).
- The sending organization is responsible for supporting the hosting organization with the application and with the final report.
- The sending organization supports the volunteer for international travel both ways
- The sending organization is in charge of registering the volunteer for the AXA insurance.
- While the volunteer will be in Galicia (Spain), the sending organization will be in contact with the volunteer. In case of conflict it supports the volunteer.

- After the return of the volunteer, the sending organization supports the volunteer to reintegrate into her/his home community and gives the volunteer an opportunity to exchange and share experiences and learning outcomes.
- Encourages the involvement of the volunteer(s) in dissemination and exploitation of results and learning outcomes.
- Ensures the participation of the volunteers in the annual EVS event organised by the National Agency in their country.

Coordinating

- Helps the volunteer(s) from Tomiño to find and contact a Host Organisation
- Provides adequate preparation for the volunteer(s) before departure, according to the individual needs and learning opportunities of the volunteer(s) and in line with the Volunteer Training: Guidelines and Minimum Quality Standards of the European Commission (see: http://ec.europa.eu/youth/youth-in-actionprogramme/doc405_en.htm)
- Ensures the participation of the volunteer(s) in the on arrival and mid term, if it is organised by the NA.
- Contact during the voluntary service
- Keeps in contact with the volunteer(s) and with the Host or Sendingn Organisation(s) during the project.
- Financial responsibilities

Tasks for the volunteer ONE:

Co-organizing and organizing courses.

Promotion of EVS program in local high-school and in youth information centers.

Activities and workshops with children, youth people and adults.

Office work.

Informational/Educative classes in high-school (sexual education, bullying etc.).

Promotion of her/his own culture and traditions enriching local community with volunteer's own culture, traditions, cooking workshops, etc.

Realizing personal ideas/projects.

Cooperation with local volunteers.

Organizing and preparing activities in relation with health and sports.

Organizing cultural program.

Creating a twitter/blog in relation with EVS experience and European projects.

Etc.

Promotion of intercultural participation and learning. We manage an information desk in which local youth are informed about European mobility programmes. Volunteers may help giving information and counselling.

We also organise seminars and information sessions related with Europe, European Citizenship, as well as other more informal activities (cinema forum, multicultural meetings,...) in which we diffuse information about the EU, intercultural values and participation. In this campaigns, volunteers may present their European citizenship experience.

Campaigns of promotion of volunteering. We organise workshops and training seminars. Volunteer may collaborate with these activities with the training team in the whole process: contact with organisations, planning training sessions, development and evaluation of sessions and they may also form active part of them if they want to talk about their experience as a volunteer.

Youth Information. Volunteers will search, select and diffuse local, regional and national youth information with the mentor through the organisation's web site and electronic bulletins.

We form part of Eurodesk, so volunteers may have access to the information site and help youth using this service to solve their questions about Europe.

We work on YOUTH INFORMATION FIELD on
WEBSITE
FACEBOOK
E-NEWSLETTER

Information and raising-awareness campaigns about Europe. We participate in several projects to make the EU and the possibilities it gives youth known, so volunteers may participate in this projects.

Tasks for the volunteer TWO:

Promotion of EVS program in local high-school and in youth information centers.

Develop project with children in collaboration with UNICEF

Educative classes non-formal education with pupils from Primary School and Secondary School, support pupils with new pedagogical ideas (É Aprender program: "É Aprender" is a project born three years ago in Tomiño. Our main target is fighting against school failure through reinforcement classes, but also through different workshops (such us recycling, literary and artistic creation...) which expect to develop motivation and social abilities among the students. You will be part or the teaching team, helping us to prepare the classes and the different workshops and collaborating as assistant during the sessions.

Cooperation with local volunteers.

Volunteer may have access to the information site EURODESK and help youth using this service to solve their questions about Europe.

Creating a blog/facebook in relation with education

Campaigns of promotion of volunteering. We organise workshops and training seminars. Volunteer may collaborate with these activities with the training team in the whole process: contact with organisations, planning training sessions, development and evaluation of sessions and they may also form active part of them if they want to talk about their experience as a volunteer.

Promotion of her/his own culture and traditions enriching local community with volunteer's own culture, traditions, cooking workshops, etc.

VOLUNTEER PROFILE:

- Languages (mainly English, but the knowledge of other languages will be an advantage).
- Studies or skills in the field of Education.

- Ability for team working and networking skills.
- Aptitude to work with children.
- IT knowledge.
- Ability for manual arts.
- Responsibility and commitment with the project.

Etc.

Our organisation can offer volunteers different learning elements: how a youth organisation works in Spain, different working methodologies with youth and how works cultural department and Sportive department.

Another learning element is related with the search and diffusion of youth information, one of our mainstays, as they will study local, regional, national and international information sources and diffuse it among youth, as we see that many information does not reach youth.

Another important aspect: development of social, educational and cultural skills, as volunteers will have the opportunity of relating with an enormous number of people from very different backgrounds and this will provide volunteers with a real view of our way of life in Galicia.

Another learning aim: related with the use of new technologies, as we work with web platforms, graphic supports, videos,... in our different campaigns and activities, so volunteers may also develop this field.

Volunteers will also learn Spanish and Galician language, as this is our working language. Furthermore, they can also learn Portuguese (if they have some basic knowledge of them), as we have close contact with our Portuguese neighbours.

Volunteers will participate in the normal working hours, with the mentor or responsible of the activity. As we can see volunteers will participate in different activities.

Volunteers will have a mentor for all these activities and will never be responsible for them.

Approximate time-table VOLUNTEER ONE:

WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00:00	Setting tasks of the week	Assistance in actual office works	Editing and Designing texts and posters for publishing	Assistance in actual office works	Evaluation of the week with Mentor
11:00:00	Participating in the organization of cultural and sportive activities	Participating in the organization of cultural and sportive activities	Participating in the organization of cultural and sportive activities	Participating in the organization of cultural and sportive activities	Creating blog+social nets
13:00:00	Workshop with children	English workshop	Workshop with children	Language and cultural workshop	Workshop with children
14:00:00	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break
20:00:00	Discovering Tomiño with local volunteers	English workshop	Working on Individual project of the volunteer	Lamnguage and cultural workshop	Meeting with local volunteers

WEEK 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00:00	Setting tasks of the week	Info-clases in high-school about EVS	Language class (Spanish/Galician)	Language class (Spanish/Galician)	Evaluation of the week with Mentor
11:00:00	Organizing cultural and sportive activities	Information about Eurodesk	Participating in the summer camp for children	Participating in the summer camp for children	Participating in the summer camp for children
13:00:00	Workshop with children	English workshop	Workshop with children	English workshop	Workshop with children
14:00:00	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break
20:00:00	Working on EVS-Blog	English workshop	Workshop about Greece and Romanian cultur and traditions	English workshop	Meeting with local volunteers

Approximate time-table VOLUNTEER TWO:

WEEK 1	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00:00	Setting tasks of the week	Assistance in actual office works	Editing and Designing texts and materials for É Aprender program	Assistance in actual office works	Evaluation of the week with Mentor
10:00:00	Develop childhood project in collaboration with UNICEF	Develop childhood project in collaboration with UNICEF	Develop childhood project in collaboration with UNICEF	Develop childhood project in collaboration with UNICEF	Develop childhood project in collaboration with UNICEF
11:00:00	Workshop with children	English workshop	Workshop with children	English workshop	Workshop with children
16:00:00-17:00:00	Reinforcement class Primary School	Reinforcement class Primary School	Reinforcement class Primary School	Reinforcement class Primary School	
17:00:00-18:00:00	Reinforcement class Secondary School	Reinforcement class Secondary School	Reinforcement class Secondary School	Reinforcement class Secondary School	
18:00:00 – 19:00:00	Workshop with pupils Secondary level	Workshop with pupils Secondary level	Workshop with pupils Secondary level	Workshop with pupils Secondary level	

WEEK 2	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
09:00:00	Setting tasks of the week	Info-classes in high-school about EVS	Language class (Spanish/Galician)	Language class (Spanish/Galician)	Evaluation of the week with Mentor
11:00:00	Develop childhood project in collaboration with UNICEF	Participating in the summer camp for children	Develop childhood project in collaboration with UNICEF	Participating in the summer camp for children	Develop childhood project in collaboration with UNICEF
13:00:00	Eurodesk formation and information	Cooperation with local volunteers	Eurodesk formation and information	English workshop	Eurodesk formation and information
14:00:00	Lunch break	Lunch break	Lunch break	Lunch break	Lunch break
16:00:00-17:00:00	Reinforcement class Primary School	Reinforcement class Primary School	Reinforcement class Primary School	Reinforcement class Primary School	Develop childhood project in collaboration with UNICEF
17:00:00-18:00:00	Reinforcement class Secondary School	Reinforcement class Secondary School	Reinforcement class Secondary School	Reinforcement class Secondary School	
18:00:00 – 19:00:00	Workshop with pupils Secondary level	Workshop with pupils Secondary level	Workshop with pupils Secondary level	Workshop with pupils Secondary level	

Furthermore, volunteers may participate in leisure activities of our organisation (trips, concerts, workshops etc).

If any activity takes place on weekends and volunteers want to participate, they will receive one or two other free days.

Mentor

Ingrid Moreira

Sariña Gándara

Trainings for the volunteer:

On-Arrival Training organised by **SPANISH** National Agency of the Youth in Action Programme

Mid-Term Meeting organised by **SPANISH** National Agency of the Youth in Action Programme

National Agencies of the Youth in Action Programme organise all relevant trainings in the Programme Countries for volunteers who, at the time of the activity are in the country (eg. Pre-departure and Final evaluation in the sending country, on-arrival and mid-term in the hosting country). To enroll the volunteer for such a training we contact relevant National Agencies of the Youth in Action Programme.

Practical arrangements for the volunteer:

Food: The volunteer will receive money for food together with the monthly allowance. 150 euros

Accommodation: The volunteer will live in a shared flat with other volunteer. The room and the flat will be fully equipped and electricity, water, gas will be covered by the hosting organization.

The practical arrangements (working hours, days off per week, holidays): The volunteer works 35 hours on 5 days per week (saturday and sunday free). There is an entitlement to holidays for 2 days per month, altogether holidays days that can be taken after consulting with the coordinator.

Pocket money: The volunteer will receive the monthly rate foreseen by the Spanish NA, 105€(pocket money) per month on the first day of the month.

Language support: At the beginning of the EVS the volunteer attends a language course

The sending organization is responsible for the volunteer's insurance, all the parties are obliged to get acquainted with the insurance rules.

Bank details of sending organisation

Please fill in the details needed for the payment to reach the account of the partner organisation.

Bank name			
Bank branch			
Street address			
Postcode		City	
Country			
Sort code		BIC/Swift	
Account number			
Account holder			

The applicant organization will transfer the money as follows: *complete as applicable*

Travel costs	According to distance calculator	Travel costs based on receipts, invoices and tickets (including boarding passes) Payment one way in 60 days after arrival of volunteer and after receiving the receipts, invoices and boarding cards
		Payment return after receiving the receipts, invoices and boarding cards Payment could be made after the final Report of project is approved
Volunteer allowance - monthly pocket money	105 euro	Signature of receipt by volunteer Every day 1 of each service month
Sending costs to be paid to sending organization	2,00%	80% of preparation Costs Acknowledgement of receipt and report Sending organization Payment in 60 days after receiving the invoice in original
		20% of preparation Acknowledgement of

		receipt Payment will be made after the final Report of project is approved
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