

Tools for working with volunteers in sport



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Free of charge

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The collective way of life puts a duty on everyone.

Performing these tasks ensures order on the one hand and the elimination of troubles on the other. Therefore, this duty based on mutual aid increases the goodness and makes the society strong.

„Człowiek jest wielki nie przez to, co posiada, lecz przez to, kim jest; nie przez to, co ma, lecz przez to, czym dzieli się z innymi.”

Jan Paweł II.

“Mucha gente pequeña, en lugares pequeños, haciendo cosas pequeñas, pueden cambiar el mundo. “

Eduardo Galeano

“El eli yıkar, iki el yüzü.”

Turkish Proverb

Project title:

Active Volunteering For All

Project number:

2018-3-PL01-KA205-061086

Project type:

KA2 – Strategic cooperation for young people

Type of activities:

KA205 – Exchange of good practices

Participating countries:

POLAND, TURKEY, SPAIN

Partner organizations:

KLUB SPORTOWY BENIAMINEK 03 (POLAND)

BURSA TUHAFIYECILER ve BENZERLERI ODASI (TURKEY)

ASOCIACION ARRABAL – AID (SPAIN)

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The aim of this project is to involve everyone in voluntary work and to transfer examples of good practice between institutions in the field of volunteering.

Introduction

Most of us have probably encountered volunteering or been a volunteer. Generally speaking, volunteering is "unpaid, conscious and voluntary activity for the benefit of other people, communities or organisations" and a volunteer is an individual who carries out these activities. It can be assumed that not many people have heard about the European Voluntary Service, which is co-financed by European funds, including the Erasmus+ programme or the European Solidarity Corps.

The present work was created thanks to one of such programs, namely the strategic cooperation for youth, project entitled: „Active volunteering for all" and the cooperation of three partner organisations, the characteristics of which are described in detail later in this paper.

The publication presents a set of tools which can be used to run more effective volunteering project (including reaching groups of volunteers with fewer opportunities), conduct an effective analysis of volunteers' needs, establish timetables by mutual agreement (ensuring high quality non-formal education for volunteers through experience), conduct evaluation and monitoring activities.

For the purposes of the project, a specially designed questionnaire was conducted among 600 people, 300 each from Poland, Turkey and Spain. By compiling the results we have expanded our knowledge into information related to the needs of young people related to volunteering in sport.

Summary of the project „ACTIVE VOLUNTEERING FOR ALL”

Where did the idea for this project come from?

Starting from the beginning, volunteering projects in sport are characterised by significant specificities compared to volunteering activities in other fields such as culture, education, social action, etc. It may be noted that there is currently a lack of, among other things, specialised training, platforms for the exchange of experiences and publications that would relate directly to the activities undertaken by groups of youth workers working in this and not in other fields.

The innovativeness of the project, which was submitted jointly by organizations from Poland, Turkey and Spain, was evidenced by the desire to fill this gap and thus respond to the needs of the local community of amateur, non-commercial sports clubs from the three Partner Countries.



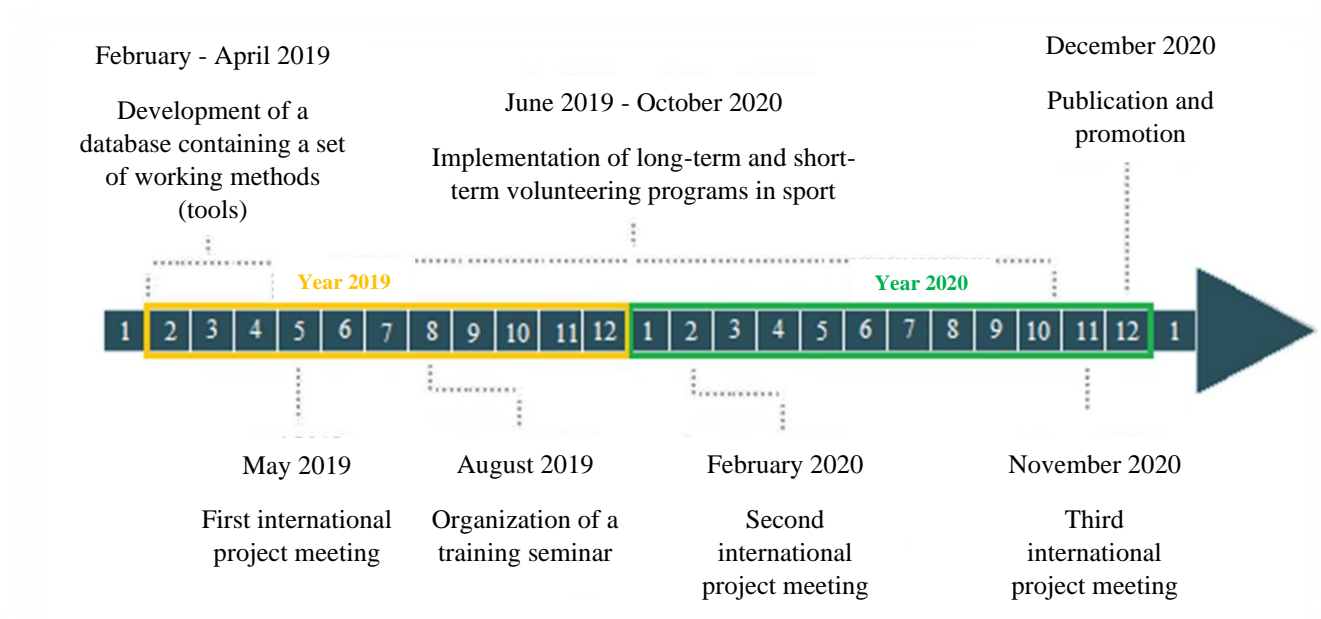
The project entitled „ Active Volunteering for All" was in line with the strategic priority of the Erasmus+ Youth Programme in the field of promoting quality youth work, by enhancing the competence of the coordination of voluntary activities in sport by thirty youth workers from three partner organisations.

In the implementation of the project thirty youth workers (coordinators of voluntary activities) from three Programme Countries were to gain key competences in: the recruitment of volunteers, analysis of volunteers' needs and expectations, setting objectives, supporting team integration processes, monitoring the development of particular competences, as well as conducting the evaluation process.

A series of three international meetings

Already at the application stage, the project was scheduled for two years, i. e. from February 2019 to January 2021, it assumed from the beginning a constant contact between the organizations (through e-mails or videoconferences), as well as the organization of three international meetings and one expert conference.

Below is a graphical representation of the organization of specific projects during the life of the project, i. e. , the entire project: over a period of 24 months.



As part of the project implementation, the organization of three international project meetings was foreseen. Fifteen coordinators of short and long-term volunteering activities in sport (five representatives from each of the three partner organisations) attended each meeting.

The main objectives of the implementation of the international project meetings were:

- Exchange of experience regarding the organisation of volunteer projects in sport by project coordinators,
- Developing a set of tools which can be used for: a more efficient volunteer recruitment process, an effective analysis of volunteers' needs, the

establishment of timetables for providing volunteers with quality non-formal education.

- Ongoing analysis of reports from test activities testing new methods of working with volunteers.





Organization of an expert conference

The implementation of the training seminar "Active volunteering for all" allowed coordinators from Poland, Turkey and Spain to improve their skills related to working with young people in the framework of short and long-term volunteering projects in sport, including

- having an open and transparent recruitment process for volunteers,
- setting goals, the achievement of which will provide the volunteer with satisfaction and development,

- support integration and team building processes in an international group (between foreign volunteers and the local community),
- monitoring the process of competence development by the volunteer,
- evaluate and support the volunteer in the process of self-directed learning and progress assessment.





Characteristics of the organizations participating in the project, as well as in the preparation of this publication



KLUB SPORTOWY BENIAMINEK 03 (POLAND)

Address: Tadeusza Kościuszki 34b, 83-200 Starogard Gdański, Poland

Klub Sportowy Beniaminek 03 was established in 2003 and since then it has been operating in Starogard Gdański as a public benefit organization registered in the National Court Register.

Probably few people know where Starogard Gdański is, so we hope that the diagram below will clarify this issue a bit...



The activity of KS Beniaminek 03 is focused on three areas:

1. Organization of sports - recreational activities within the sections of football, kick-boxing, table tennis, horse riding, gymnastics, sports bridge; the recipients of the activities offered by the club are children and adolescents aged 5-18 and adults. The activities of the organization are mainly addressed to children and youth with fewer opportunities.



2. Organization of non-commercial, international sports and sports and integration events; since 2013, KS Beniaminek 03 has been organizing an international children's football tournament from the Deyna Cup Junior series (each edition of which is attended by about 400 players from England, Spain, Germany, the Netherlands, Russia, Belarus, Ukraine, Lithuania, Latvia, Czech Republic, Turkey , Georgia and Poland) and the Beniaminek Cup (each edition is attended by about 200 players from England, France, Germany, Russia, Belarus, Lithuania, Latvia, the Czech Republic and Poland).



3. Running youth volunteering programs in sport aimed at local and foreign volunteers. Since 2015, KS Beniaminek 03 has been awarded the European Voluntary Service Accreditation. Every year, about 5 long-term and 200 short-term volunteers are involved in the activities of KS Beniaminek 03.



In addition, the Club has a Silver Certificate of the Polish Football Association and, in cooperation with the PZPN, implements the "PZPN Certification Program for football schools", which is financed by the Ministry of Sport. It actively conducts activities for children and the elderly with sports prophylaxis. The club also operates in a rural environment ie it promotes volunteering, educates children with disabilities in sports-related fields, and organizes activities for children with fewer opportunities.





BURSA TUHAFIYECILER ve BENZERLERI ODASI (TURKEY)

Address: Anadolu Mahallesi Kader Sokak No 13 Kat 2 Oda No 19

Yıldırım-Bursa, Turkey

BURSA TUHAFIYECILER ve BENZERLERI ODASI (BTBO) is a non-profit and civic organization focused on preparation for work.

Where is Bursa ...? Below is a diagram, take a look...



The organization continues its activities with 900 registered members of the company and an education center consisting of 8 classrooms. He works alternately in a team of 4 employees and 9 teachers. The education center is working on various projects to gain professions and develop education within the union.

The main goal of the BBTO is to support professional activities in accordance with 5362 legal provisions. Each time, new cooperation offers in projects financed by the European Union are subject to detailed analysis and evaluation.

The basic facilities used in the BBTO can be described as follows:

- ✓ Experienced trainers take part in the lectures on all branches of the textile and fashion industry. Some of the lectures that have been delivered so far concerned: computerized design education, design, photoshop and design planning, modeling, styling, ready modeling, cashier education or training of retail employees

- ✓ All students and trainees, both from Poland and abroad, are provided with education, internships and / or internships.
- ✓ Our goal is to provide international students with basic services such as food, transport, accommodation at very affordable prices.
- ✓ In practical classes, we use the latest systems, training programs and technologies.
- ✓ Our training center monitors security cameras 24 hours a day, 7 days a week, to help us create a safer environment and workspace.
- ✓ Manufacturing companies are periodically visited to monitor textile and fashion applications.

In addition:

- ✓ In our center, cultural, historical and social events are organized.
- ✓ The training completion certificate is issued at the end of the training period.
- ✓ At IŞKUR and KOSGEB, we organize unemployment training for entrepreneurs.
- ✓ We have established cooperation with Holland Vocational Schools as part of the internship program under the Erasmus + program for students. We also organize internships in various Turkish companies in Bursa for students from the Netherlands.

In 2015, the organization obtained accreditation for the implementation of EVS (European Voluntary Service) projects. Currently, they are implementing 2 EVS projects with Italy, Poland and Tunisia. So far they have sent 13 volunteers to various cities for EVS but they don't stop there and they still want to carry out volunteer projects.

ASOCIACION ARRABAL – AID (SPAIN)



Address: Calle dos Aceras, 23, 25,
29012 Málaga, Spain



ARRABAL-AID is a social and non-profit organization.

From 1992, our mission is to work for full employment and social integration of people, especially the most vulnerable, supporting them through measures and actions to impact on the social environment. We must take good care of all people

and taking care of the quality we give in our services, making the person served leave our entity having satisfied their demand.

Arrabal AID Asociacion offers permanently, in Málaga and Chiclana de la Frontera office, a series of services designed to cover comprehensively all the needs for training, employment and social revitalization programs. In short, these actions, national and International Area, can be briefly summarized as:



- **Information:** employment and social resources available in Málaga, job market, job offers, youth emancipation (housing), training, scholarships, resources, self-employment, volunteering and social activities through information boards, press etc.
- **Local employment point.** The Andalusian Employment Service has a Local Employment Point available to the population for procedures relating to

SAE (Employment Andalusian Services). These will include the renewal of labor demand, consultation of personal data and jobs. All this through a computer installed with a fingerprint identifier.

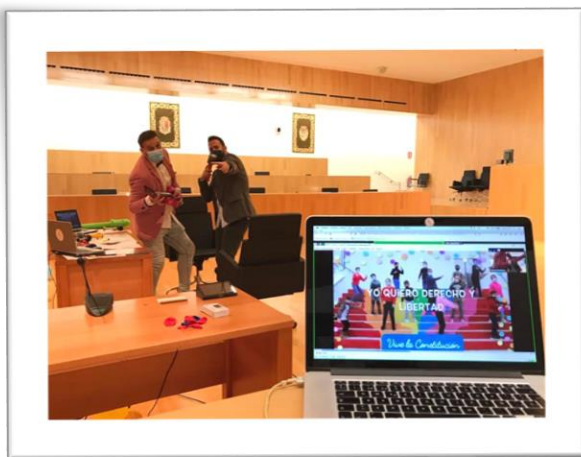
- **Labour Orientation:** is offered through individual sessions and workshops. Everything needed for a successful job search is communicated through: career goal planning, resources and market knowledge, pre-employment skills and social search, motivation, tool development aspects etc.

We also provide guidance and support throughout the job search and job retention process for those who require more attention.

- **Counseling for self-employment:**

One of the objectives Arrabal-AID is working for is to promote this option as an alternative to contract work. Favors the implementation of business projects and

motivate entrepreneurs who present us their business idea. Support in developing business plans and respond to inquiries about grants, feasibility plans, legal forms, financial, tax and other startup procedures. In addition to parallel encourage social entrepreneurship and create innovative methodologies for working with vulnerable groups.



- **Self-orientation area.** where anyone, for free has access to a computer with Internet connection to everything related to the job search or social resources, portals such as access to employment, development of search tools, documental consultation, etc..
- **Companies Relations Service:** This promotes hiring people at risk of social exclusion and offering our services by doing preselection staff to the business.

Since 2013, “AID Arrabal” has a placement agency which facilitates the selection process for business people.

- **Promotion of associations:** This gives special importance to social participation from the commitment to projects and collective related with associations. It is committed to join efforts and resources providing information and management tools.
- **Information Resources - International mobility:** All bases on provide information on scholarships and language courses, job offers and internships, volunteer and European programs.
- **Employment training:** This program seeks the employability of job seekers through training by improving and adapting their capacities. It has the approval of the Government of Andalusia to provide vocational training for employment.
- **Training in New Communication Technologies (ITC Classroom).** For promoting access of people to the exclusion technological use of new communication technologies.
- **Associative training,** with a wide range of training directed to the social sphere, and particularly to members of associations. Among the subjects taught are all related to the management of partnerships and strategic planning, design and evaluation, new technologies applied to associations, etc.
- **Intercultural mediation,** activities to bring preventive approach resources to immigrants.



- **Social development activities** - through the Department of Social Dynamism, are launched with volunteer activities such as workshops and literacy, Spanish for immigrants, and others that have to do with the social improvement of our environment.



- **AIDEI, Insertion Companies** It intended to be an effective way to promote social integration and employment of people at risk of exclusion. All of this through processes that help them to access to resources, employment, training, new technologies and promotion of personal autonomy. AIDEI, company whose 100% equity belongs to “Arrabal AID” and commitment to open new lines of work in which opportunities are generated for the users of our programs. www.aidei.es | www.hilodoble.com
- **Social innovation.** From “Arrabal AID” there is committed to experimentation and creation of new working models to facilitate, improve and provide solutions for social problems. www.innovacionsocialmalaga.es
- **Families and kids:** With the support of 'la Caixa' and its CaixaProinfancia program, measures are being taken to break the cycle of poverty transmission from parents to children by ensuring access to quality education opportunities.

CaixaProinfancia: As part of the program, a number of activities were carried out to provide children and their families with school support, counseling, non-formal education and leisure in open centers, camps or urban neighborhoods - in



addition to nutritional support and hygiene measures, children received school equipment and glasses and / or hearing aids..
<https://www.facebook.com/arrabalaid.caixaproinfancia>

OTHER PARTNERS



KULTUR EGITIM VE PROJE DERNEGI

The organization was founded in 2017 in order to activate and develop the activities of civil society and to support people and organizations dealing with this issue and implement projects in these areas through activities and support for young people, in particular in the field of culture and education.

KEPDER works on a project basis. The target group is young people aged 15-30. KEPDER offers various services and programs in the fields of youth and education, sport, cooperation, environment, European citizenship, culture, history, personal development, volunteering and Erasmus +. We have around 100 active young people. The presence of volunteers is an important experience that adds value to KEPDER.



Another goal is to increase European participation and citizenship, tolerance and civic solidarity. Both in the field of youth policy and European awareness, youth activities while promoting active citizenship and the importance of a more united Europe result from this interaction. The European Volunteers work together to develop planned activities. In this way, KEPDER develops youth activities and initiatives and supports young people in action.



In addition, KEPDER conducts training for local residents, young people, NGOs and organizes various educational and recreational activities. It also has the Quality Mark - accreditation of the European Solidarity Corps, which allows it to carry out European Voluntary Service projects. Actively works for the community, cooperating, among others with:

Bursa Profesyonel Futbolcular Derneği (Footballers' Union in Bursa);

- Nilüfer Belediyesi (commune of Nilüfer);
- Yıldırım Belediyesi (commune of Yıldırım);
- Tüm etkin girişimci iş adamlar derneği (Association of Active Entrepreneurs);
- Bursa sivil toplumla ilişkiler müdürlüğü (Directorate for Relations with NGOs in Bursa).



NILÜFER MUNICIPALITY

The municipality of Nilüfer is one of the seven central district municipalities of the metropolis of Bursa. The name Nilüfer comes from the river Nilüfer that flows through it. According to the 2019 census, 465,956 people live in Nilüfer. Changes in the population structure of Nilüfer over the years show that this district is the fastest urbanizing region in Bursa. As of today, there are 64 districts in the Nilüfer area of 50.756 ha. *Being a city of sport, a healthy city, education, science and technology, a city of production, a city of sharing and solidarity, an eco-city, a planned and development city, and a city of culture and arts* is the motto of the Nilüfer commune, which has set out to become a modern and leading city.



POWIAT OF STAROGARD GDAŃSKI

Starogard County is located in Poland, in the southern part of the Pomeranian Province. It was established in 1999 as part of an administrative reform. The seat of the Starogard Powiat is the capital of Kociewie, Starogard Gdański.

In terms of the number of inhabitants, our powiat ranks second among the land poviats of the Pomeranian Voivodeship. According to data from December 31, 2019, the powiat is inhabited by 128,186 people.

Our Kociewie district is attractive for tourists - it has two protected landscape areas, natural peculiarities, natural monuments, large forest complexes with the riches of nature (game, undergrowth), and clean, fish lakes and rivers. Due to their charm, Kociewie forests are a special meeting place for humans and nature, and together with clean lakes and rivers, they provide opportunities for a wonderful holiday.



"Needs of young people related to volunteering in sport" - presentation of the results of surveys conducted among 600 respondents.

INTRODUCTION

Nowadays, people want to earn money and benefit from their work, there are no people who can and want to help selflessly. There is very little interest in this form of social work, hence the need to promote the idea of volunteering (free, voluntary education for others). People first satisfy their own needs, and only secondarily (or not at all) social needs. Sports volunteering is not very popular. The social commitment of young people is also low. There is a lack of organized offers, especially those aimed at people with fewer opportunities (with physical disabilities, educational difficulties, with limited intellectual potential), which will allow them to help other people while teaching them new things and giving them the opportunity to spend time actively. There is also a shortage of volunteers who want to get involved in the organization of various sports activities, there is a lack of support for young people with fewer opportunities who would like to volunteer. Organizations and leading social enterprises do not use the full potential of young people.

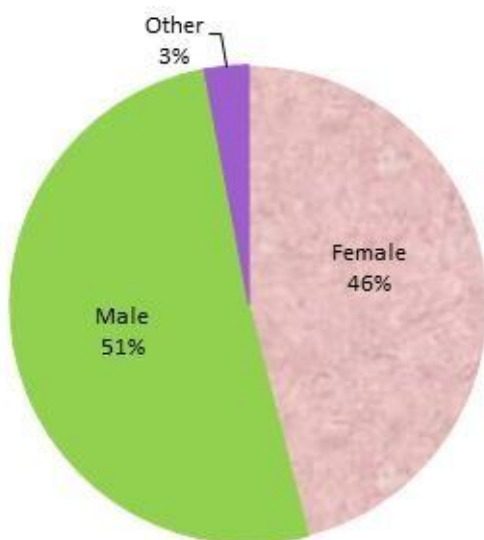
The main goal of the project is to prepare a new volunteering program that will respond to the needs of young people presented on the following pages of this document. The implementation of the project involves broadening the knowledge of the above subject by establishing and then continuing strategic cooperation between organizations from Poland, Turkey and Spain. The aim of the project is to raise the competences of 30 coordinators and mentors of youth volunteering (short and long-term) in the field of sports-related activities.

"THE NEEDS OF YOUNG PEOPLE RELATED TO SPORTS VOLUNTEERING" - ANALYSIS OF THE PROBLEM

The surveys were conducted in the vicinity of Starogard Gdański, Málaga and Bursa. 600 people took part in the study. The questionnaires contained questions that allowed to analyze the needs of young people related to volunteering in sports. We present the results below.

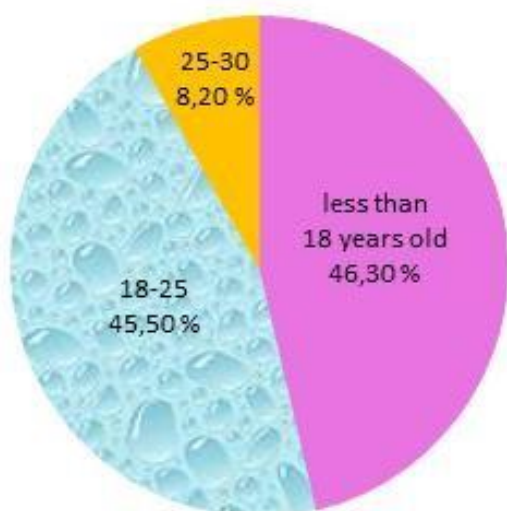
Below are the results.

1. Sex of participants:



In the study took part 276 women (representing 46% of respondents), 306 men (51%) and 18 people (3%) who described their gender as non-identified.

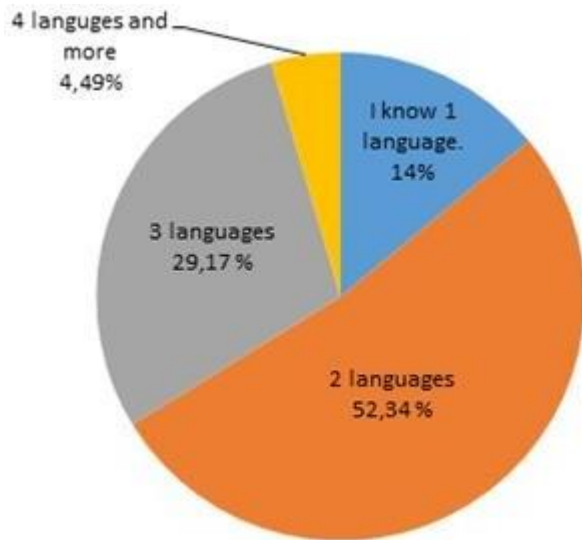
2. Age of participants



During the survey we focused mainly on the youth, which has not turned 25 years old yet. 91,8% (551 people) of the examined people haven't got more than 25. The rest of the people were aged 25 – 30.

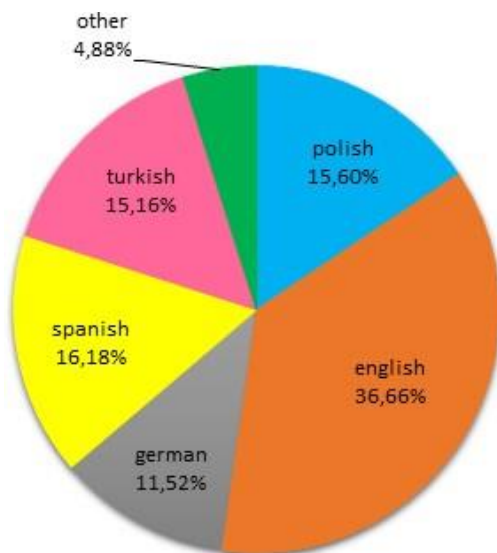
3. How many language you know?

(example: if you know polish and english → you know 2 languages)



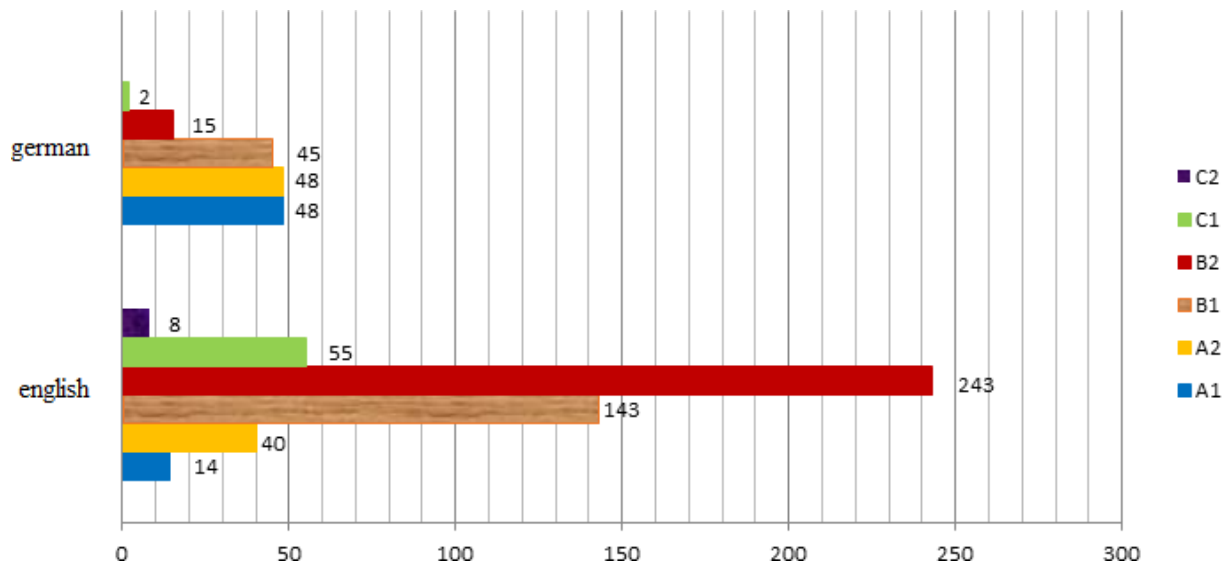
In this question we can clearly see that more than half of the respondents (52,34% = 314 people) are able to communicate in two languages. The second place (29,17% = 175 people) is occupied by people who know three languages.

4. What language you spoken?



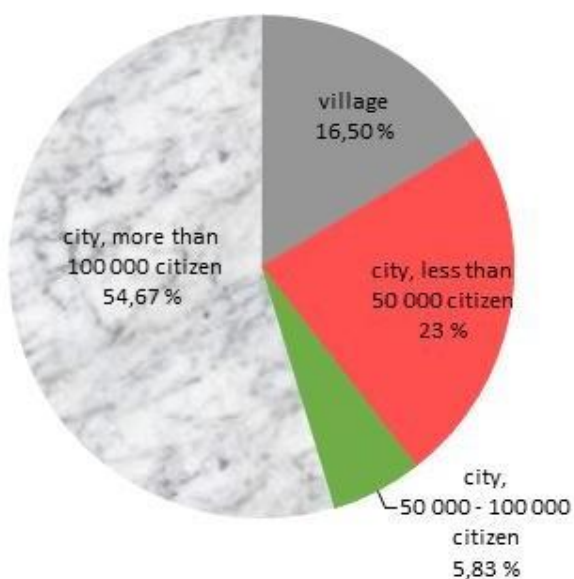
Comparing foreign language skills among our respondents, it can be clearly say that 503 people communicate in English. In addition, it is worth noting that Polish, German, Spanish and Turkish are also known. The answer "other" are Italian, Russian and French, which were chosen by a total of 67 people.

5. Which foreign language /-s you speak?



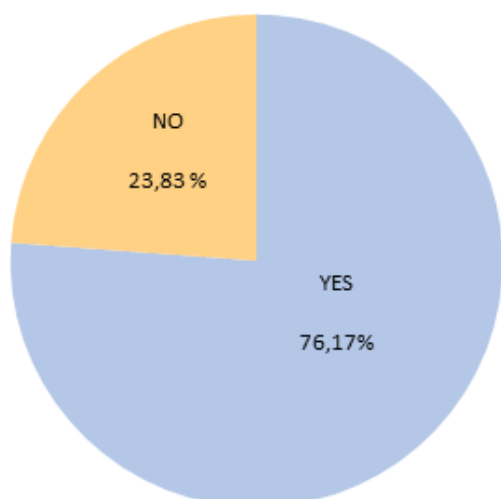
The graphic shows that 503 people communicate in English and 158 people also speak German. From the diagram above, also we can get to know what level of particular language our respondents know. So, the most recurring level in English is B2, which was chosen by 243 respondents and in German - A2 and A1, which was chosen by 48 people. In addition, 111 people indicated that they still know other foreign languages, which was not indicated on the graph.

6. Where do you live?



Graph 6 shows that the majority of respondents come from cities with more than 100 000 inhabitants – 54,67% (328 answers). 16,5% - 99 people live in the village.

7. Did you know that you can realizing Erasmus+ projects?



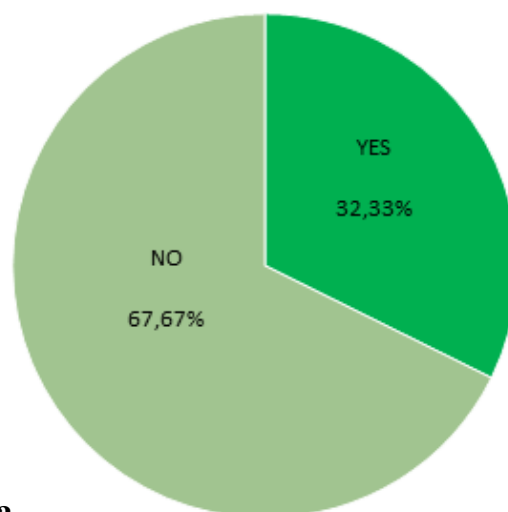
For this question 76,17% of respondents (457 people) answered YES, and 23,83% - NO.

So, this meaning that Erasmus's program is recognize in Poland, Spain and Turkey and people know that they can realizing it.

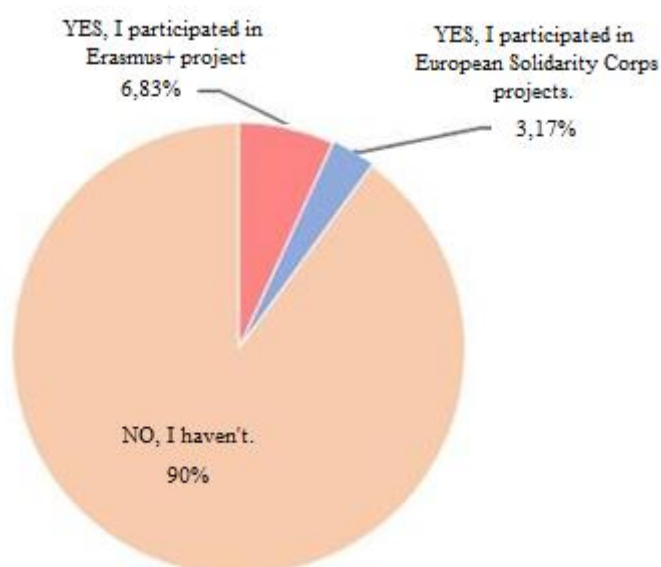
8. Did you know that you can realizing European Solidarity Corps projects?

For this question 32,33% of respondents (194 people) answered YES, and 67,67% - NO.

So, this meaning that European Solidarity Corps's program isn't popular in Poland, Spain and Turkey and people don't know that they can realizing it.



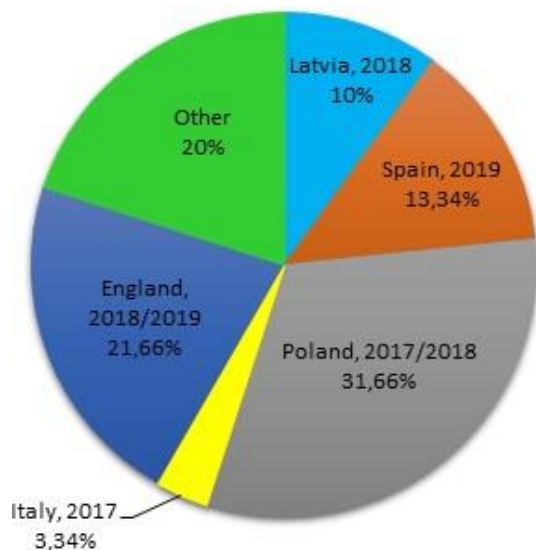
9. Have you ever participate in international project?



Analyzing the participation of young people in age less than 30 years in the Erasmus + and European Solidarity Corps projects, we see that the majority of respondents (90% = 540 people) answered that they haven't participated any of them.

We can therefore said that participation in programs like this still developing, because only 56 people (10%) have participated in projects of this type so far.

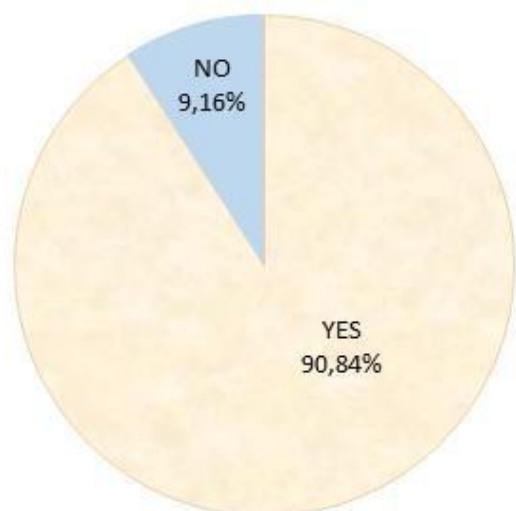
10. If you chose YES in question number 9, please fill in the country and date of the implemented Project.



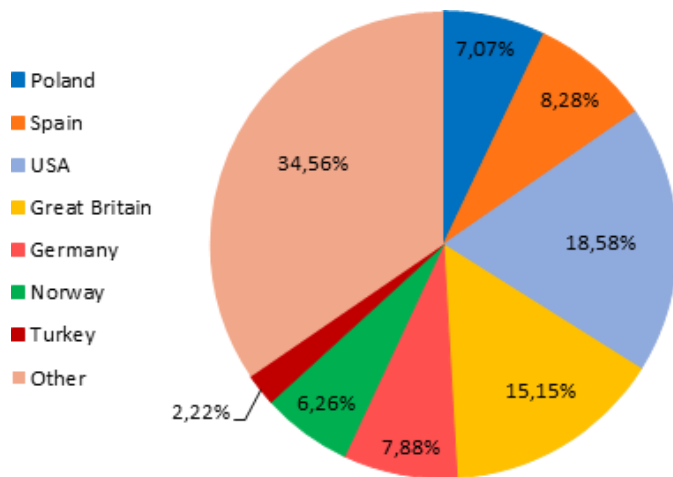
For this question, 10% of respondents answered Latvia, 13,34% answered Spain, 31,66% answered Poland, 21,66% answered England.

11. Are you interested in participating in a project like this in the future?

90,84% respondents are interested in participating in a volunteering project in the future, 9,16% respondents are not interested in participating in a volunteering project in the future.

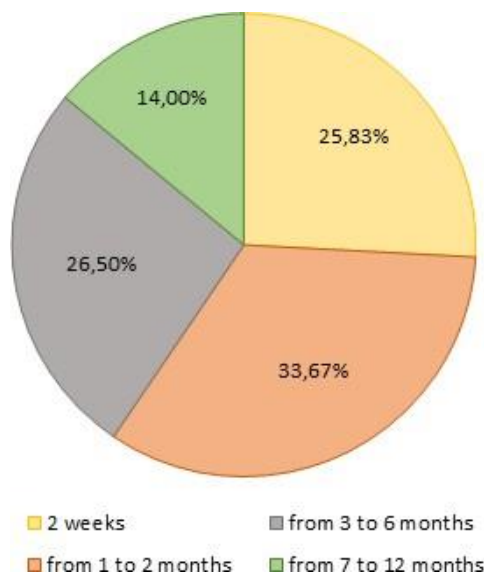


12. Which country would you like to go in the project?



9,28% of respondents would like to go on the project to Spain, 18,58% would like to go on the project to USA, 15,15% would like to go on the project to Great Britain, 7,88% would like to go on the project to Germany, 6,26% would like to go on the project to Norway, 2,22% would like to go on the project to Turkey, 34,56% would like to go on the project to other country.

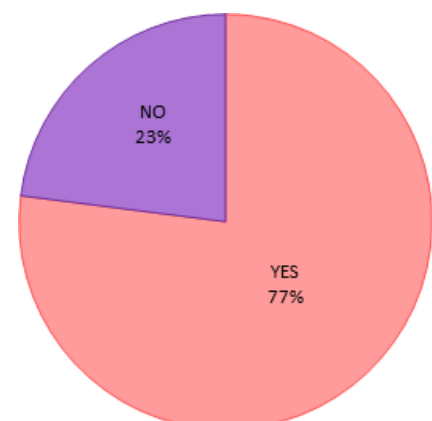
13. What project implementation period would be optimal for you?



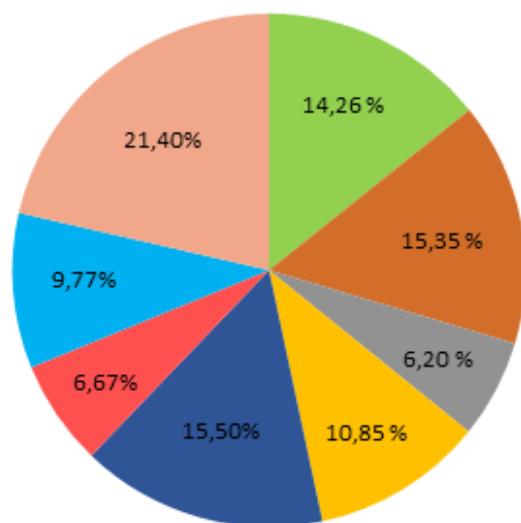
For 25,88% of respondents optimal project implementation period is 2 week, for 33,67% of respondents optimal project implementation period is from 1 to 2 months, for 26,50% of respondents optimal project implementation period is from 3 to 6 months, for 14,00% of respondents optimal project implementation period is from 7 to 12 months.

14. Do you associate your professional future with the section of sport?

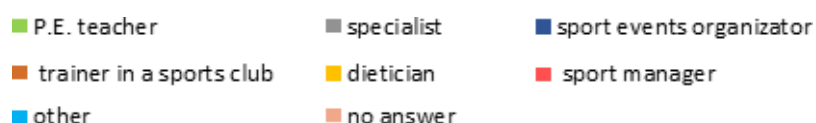
77% of respondents associate your professional future with the sector of sport, 23% of respondents don't associate your professional future with the sector of sport.



15. What kind of work in the area of sport would you like to do?

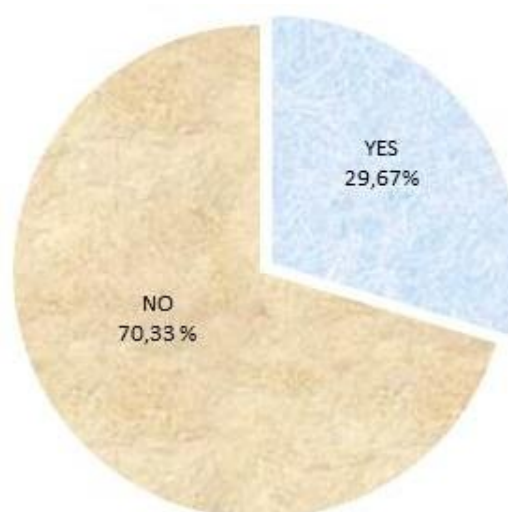


14,26% of respondents would like to work in the future as a P.E. teacher, 15,35% of respondents would like to work in the future as a trainer in a sport club, 6,20% of respondents would like to work in the future as a specialist, 10,85% of respondents would like to work in the future as a dietician, 15,50% of respondents would like to work in the future as a sport events organizer, 6,67% of respondents would like to work in the future as a sport manager, 9,77% of respondents would like to work in the future in other areas.

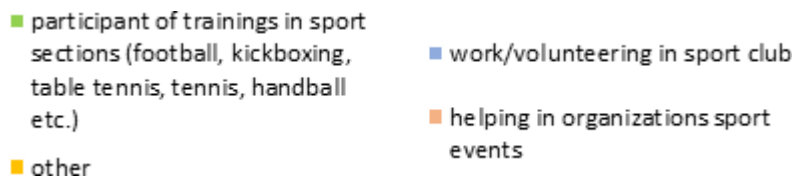
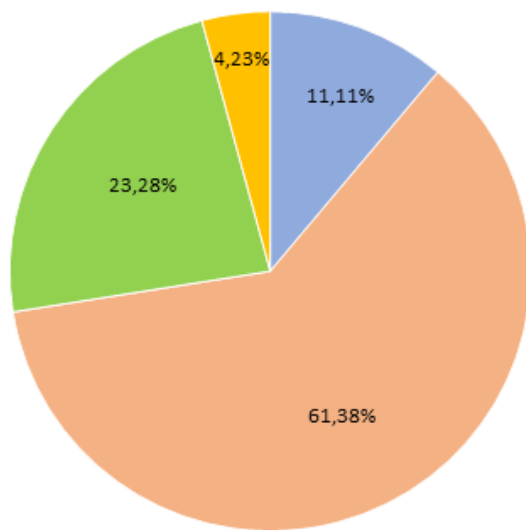


16. Did you have experience at work in sport or sport volunteering?

26,67% of respondents have experience at work in sport or sport volunteering, 70,33% of respondents haven't experience at work in sport or sport volunteering.



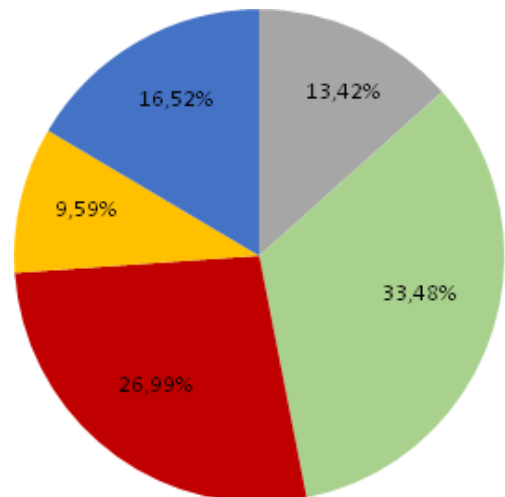
17. If you chose YES in question number 16, please describe your experience.



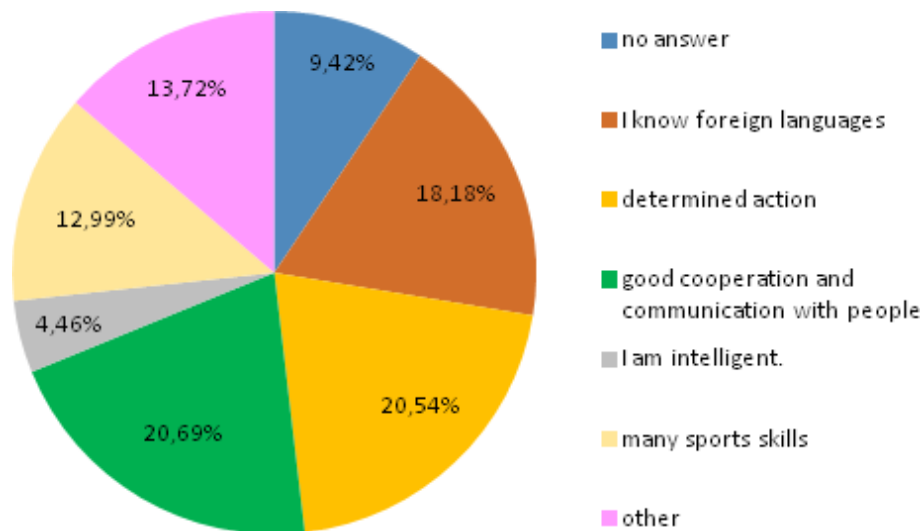
23,28% of respondents have experience as a participant of trainings in sport sections (football, kickboxing, table tennis, tennis, handball etc.), 11,11% of respondents have experience in work/volunteering in sport club, 61,38% of respondents have experience as a helping in organizations sport events.

18. What kind of skills would you like to improve during project?

33,48% of respondents would like to improve of development of sport skills during project, 26,99% of respondents would like to improve of expanding knowledge during project, 9,59% of respondents would like to improve of development of volitional features during project, 16,52% of respondents would like to improve of development of other features (other than sports) during project.

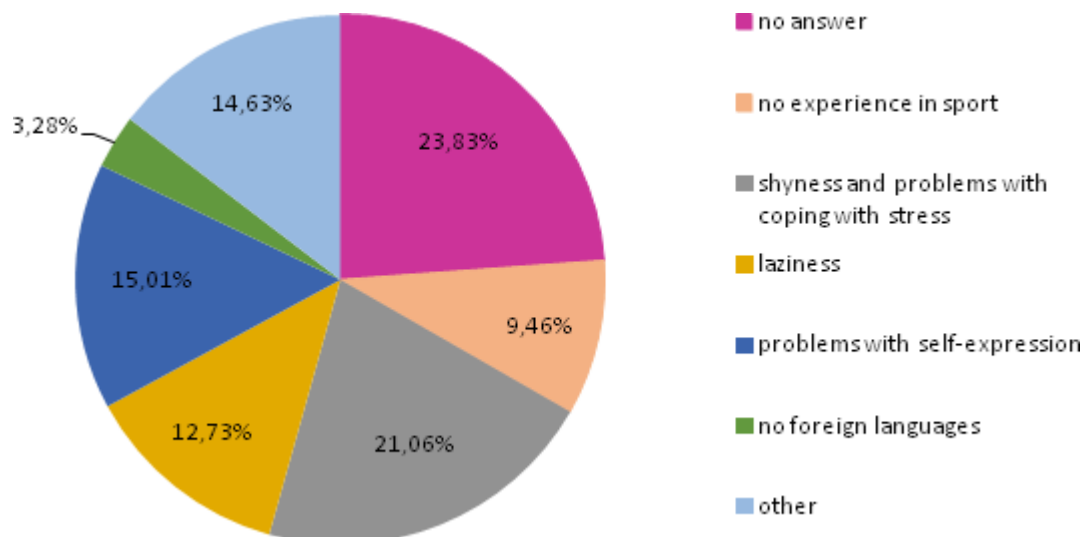


19. Which skills are you good at?



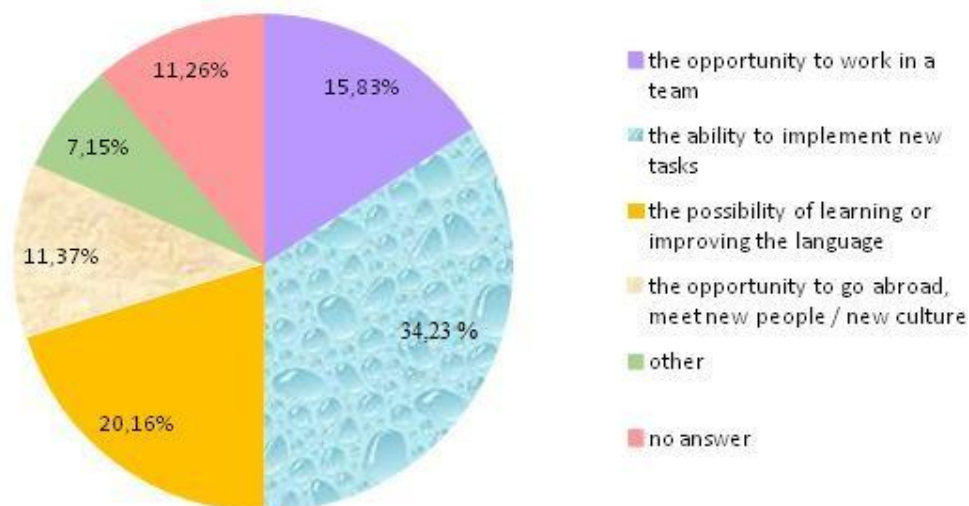
18,18% of respondents know foreign languages, 20,54% of respondents is determined action, 20,69% of respondents have skills of good cooperation and communication with people, 4,46% of respondents is intelligent, 12,99% of respondents have many sport skills.

20. Which skills are you weak at?



9,46% of respondents haven't experience in sport, 21,06% of respondents are shyness and have problems with coping with stress, 12,73% of respondents are laziness, 15,01% of respondents have problems with self-expression, 3,28% of respondents don't know foreign languages.

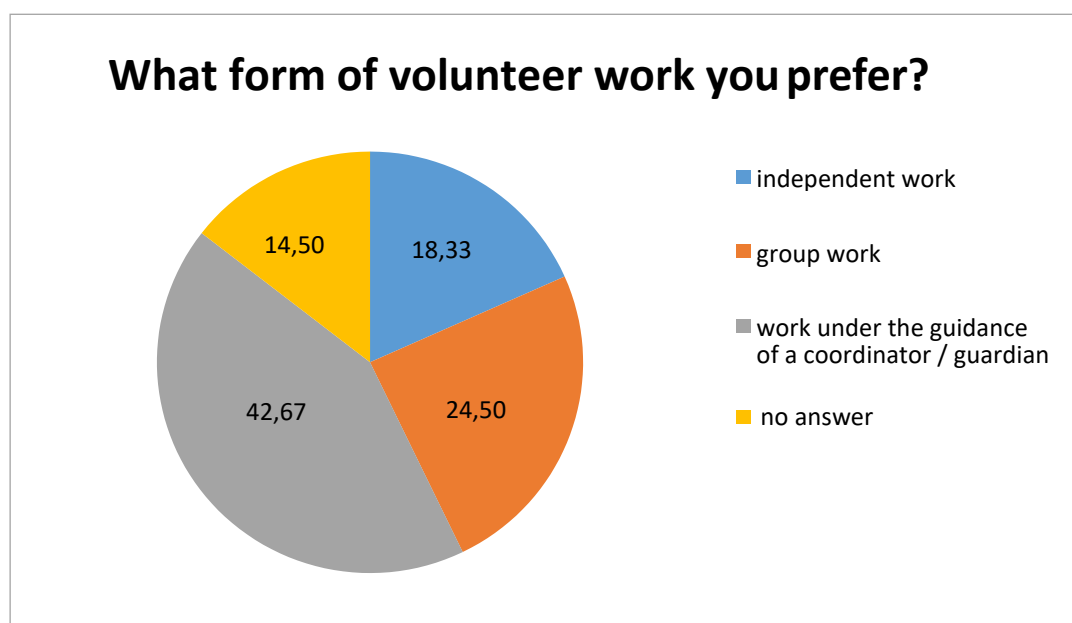
21. In your opinion, what kind of volunteer activities might give you chance to develop yourself?



In opinion of 15,83% of respondents the opportunity to work in a team might give them change to develop, in opinion of 33,41% of respondents the ability to implement new tasks might give them change to develop, in opinion of 20,16% of respondents the possibility of learning or improving the languages might give them change to develop, in opinion of 11,37% of respondents the opportunity to go abroad, meet new people/new cultures might give them change to develop.

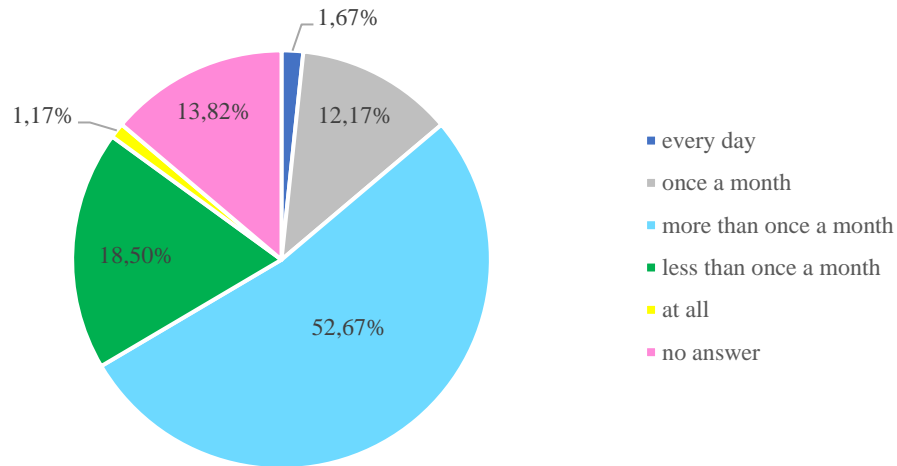
22. What form of volunteer work you prefer?

How often should be verified the results of your work?



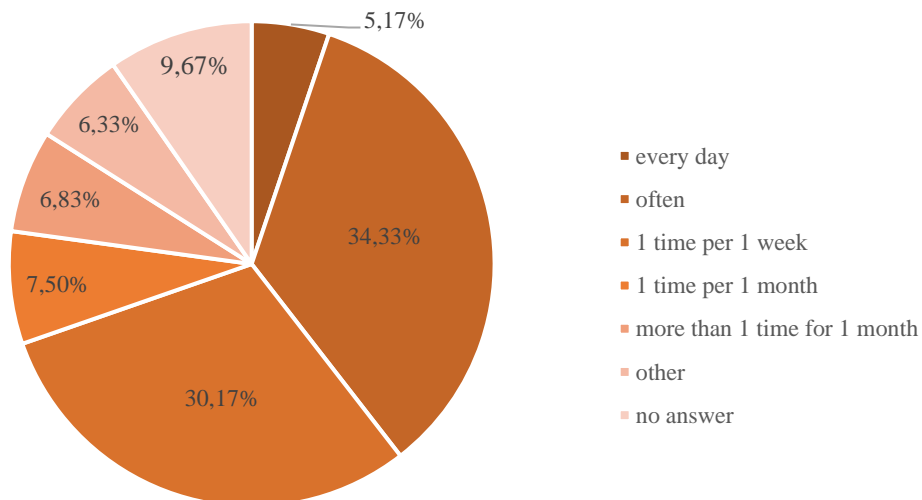
18,33% of respondents as a form of volunteer work prefer independent work, 24,50% of respondents as a form of volunteer work prefer group working, 42,67% of respondents as a form of volunteer work prefer work under the guidance of a coordinator/guardian.

How often should be verified the results of your work?



12,17% of respondents think that results of work should be verified 1 time for 1 month, 52,67% of respondents think that results of work should be verified more than 11 time for 1 month, 18,50% of respondents think that results of work should be verified less than 1 time for 1 month, 1,17% of respondents think that results of work should be verified at all.

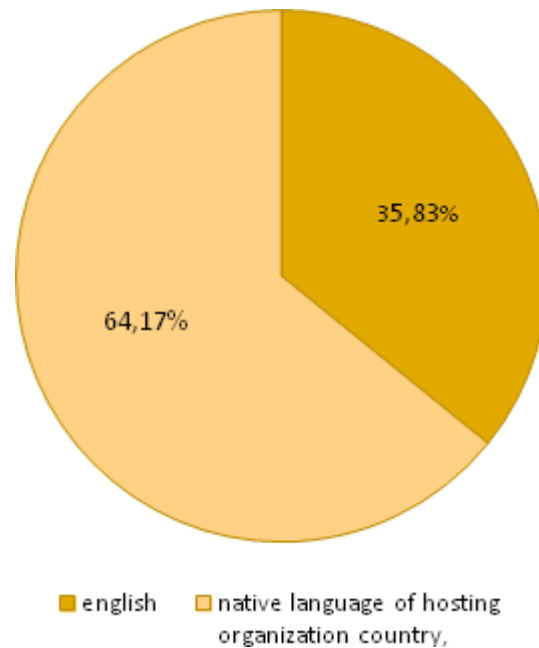
23. How often would you like to discuss about volunteering with your mentor?



5,17% of respondents would like to discuss about volunteering with their mentors every day, 34,33% of respondents would like to discuss about volunteering with their mentors often, 30,17% of respondents would like to discuss about volunteering with their mentors 1 time per 1 week, 7,50% of respondents would like to discuss about volunteering with their mentors 1 time per 1 month, 6,83% of respondents would like to discuss about volunteering with their mentors more than 1 time for 1 month.

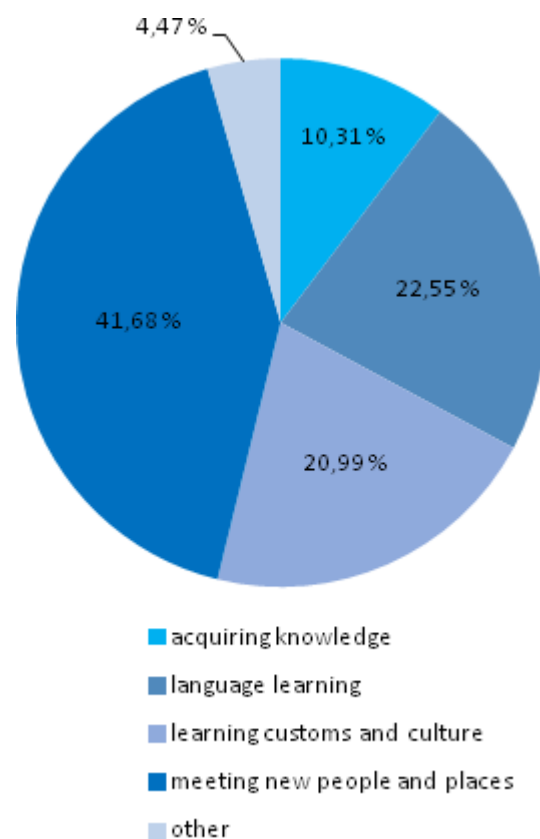
24. What language would you like to learn during volunteering?

During volunteering projects, 35,83% of respondents would like to learn English, 64,17% of respondents would like to learn native language of hosting organization country.

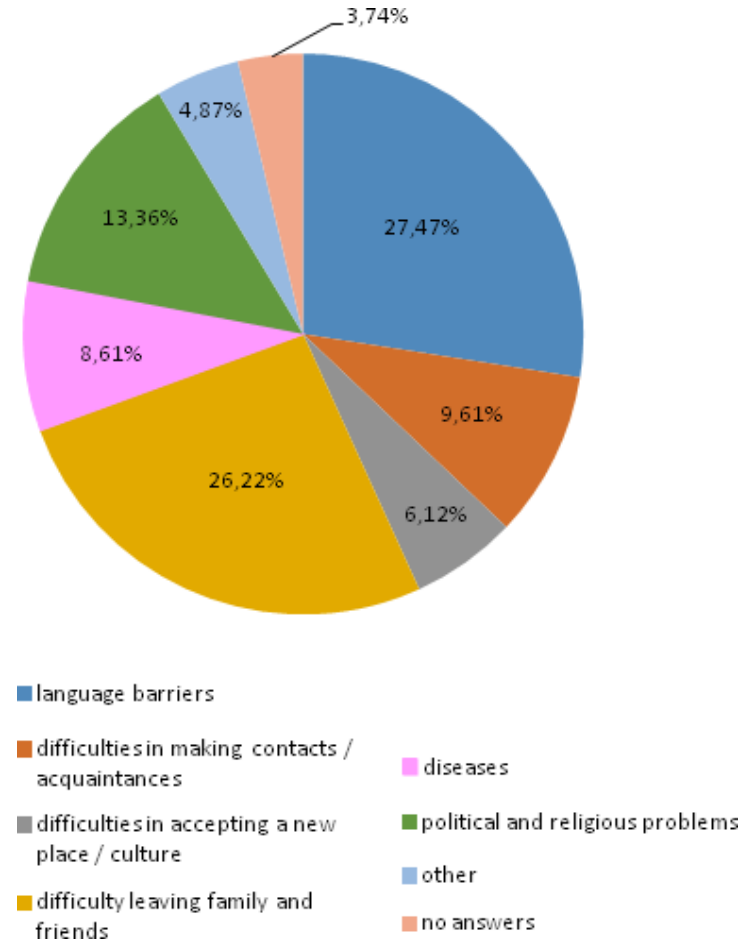


25. In your opinion, what are the biggest benefits of going to a volunteer project?

For 10,31% of respondents the biggest benefits of going to a volunteer project is acquiring knowledge, for 22,55% of respondents the biggest benefits of going to a volunteer project is language learning, for 20,99% of respondents the biggest benefits of going to a volunteer project is learning customs and culture, for 41,68% of respondents the biggest benefits of going to a volunteer project is meeting new people and places, for 4,47% of respondents the biggest benefits of going to a volunteer project is other.



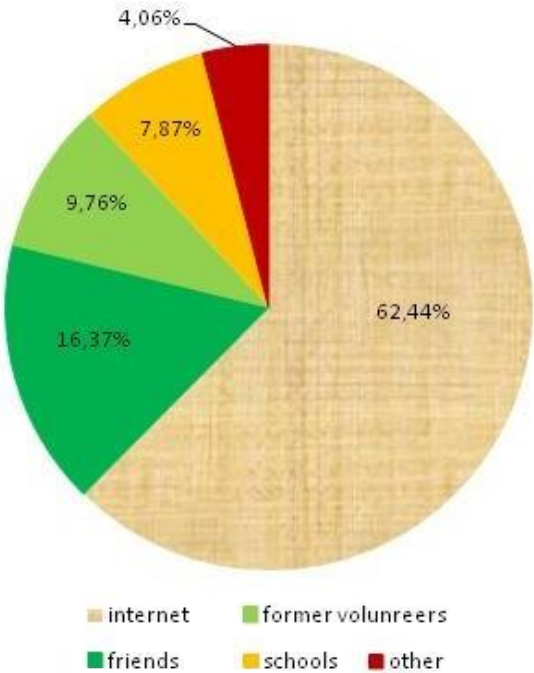
26. In your opinion, what difficulties might discourage you from participating in a volunteer project?



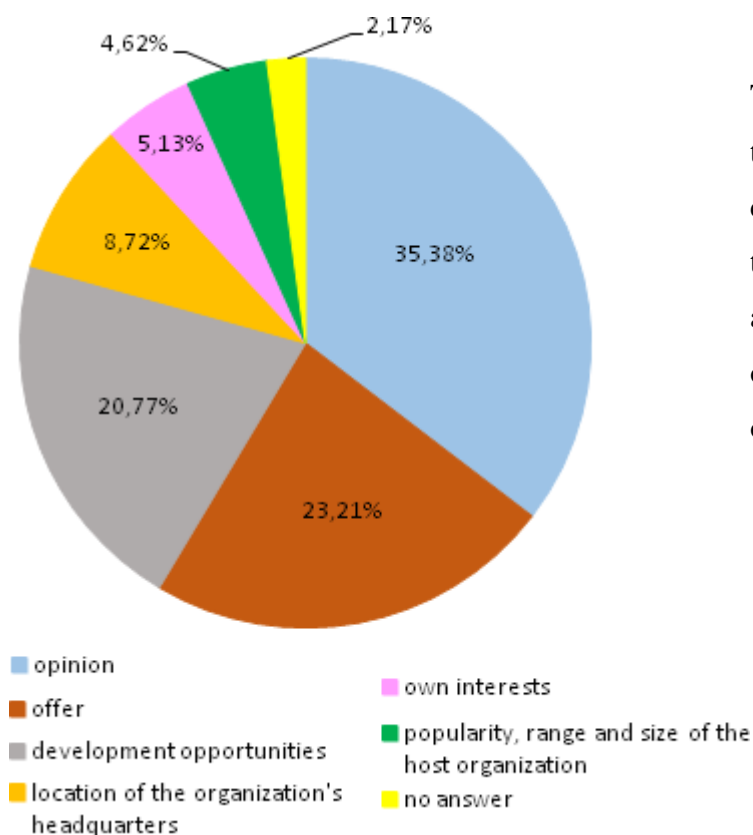
Respondents in the surveys indicated various reasons that may affect their participation in the project - the most common were communication barriers 27,47%; and the need to leave family and friends 26,22%. Then indicated political and religious problems (13,36%), difficulties in making contacts (9,61%). The rest of the answers are presented in the diagram on the right.

27. If you decide to participate in volunteering project, where you will search information about international project offers?

In the question about the place where potential volunteers will look for information, the most frequently indicated answer is the internet (62.44%), friends (16.37%) and former volunteer (9.26%).



28. What will be (for you) the most important thing when you will choose hosting organization?



To the last question regarding the most important things when choosing a host organization, the respondents indicated an opinion (35.38%), a targeted offer (23.21%), development opportunities (20.77%)

Summary

The analysis needs of youth people allowed to indicate the main areas of interest of young people and adjust volunteer programs to their needs. The most important in organize high quality volunteering projects are:

- to conduct an open, transparent and non-exclusive volunteer recruitment process, which enables reaching out with volunteering opportunities also to young people with fewer opportunities (including young people from refugee families, from a social margin, have learning difficulties),
- conducting a meaningful analysis of the volunteers' needs and expectations, defining their strengths and weaknesses and educational priorities,

- setting, by means of a consensus with a volunteer, ambitious, measurable and realistic goals, the attainment of which will guarantee the development of the volunteer's competence and provide him with satisfaction from the job,
- supporting integration and team building processes in the international group, between foreign volunteers and the local community,
- monitoring the development of hard and soft skills by the volunteer, the reachability of the assumed partial and strategic goals,
- conducting, together with the volunteer, ex-ante and ex-post evaluation of performed activities, supporting the volunteer in the process of self-assessment and indicating ways to improve unsatisfactory work areas by the volunteer.

Volunteering in sport as seen through the eyes of partner organizations - presentation of tools used in working with volunteers.

"I put forward the thesis that countries that want their civilization to be humanistic and mature, cannot do it if there is no volunteering in their structures. Without real volunteering, there is neither patriotism nor real democracy. Volunteering is the basis of behavior built on disinterestedness that destroys self-interest, common in young democracies and some contemporary civilization circles. That is why, in truly mature civilizations, volunteering has its place and its form of activity. (...) In civilizations such as ours, which is marked by consumerism, with the simultaneous inefficiency of formation and the lack of proper care on the part of the family (...) volunteering is a school of life that teaches sacrifice and caring for others. "

**Bishop Jan Chrapek
Youth volunteering, "Świat na Tak" Foundation,
Warsaw 2002**

The above words are not unfounded. Currently, we are witnessing a decline in people willing to help selflessly. Even though we see the need among people, including the elderly, we can pass by without feeling any major change inside ourselves. A prime example is the SARS-CoV-2 coronavirus epidemic, which has toppled all of us by 180°.... how many people have needed and / or still need help. We need not only volunteers but also people who will shoulder the burden of organizing work in such a way that everyone who wants to help receives tasks to be performed, and everyone who needs help receives it. Help can be expressed in a variety of ways. Some people will be helped by a conversation, thanks to which they will gain strength to act and, above all, believe in themselves and in their abilities. For others, the possibility of getting help in their activities will be a great support.

When undertaking sports events, the help of volunteers is often necessary. But how do you choose the best? One of the solutions that probably applies to all organizations, but each uses slightly different questions. Below is a description of the meeting / interview carried out by the Polish partner organization – KLUB SPORTOWY BENIAMINEK 03.

Introductory meeting or interview with a volunteer

The main goal before selecting a new volunteer is to try to get to know his personality and to select an area of the organization where the volunteer would be comfortable helping and working.

When we start looking for volunteers, we contact the sending organizations to tell them what profile we are looking for, and we share recruitment information with other volunteers who are already participating in other projects at our club to engage them, because this way we can get recommendations on potential candidates.

The first step for us is to ask the candidate for a Curriculum Vitae and a cover letter in which the volunteer describes himself, explaining why he wants to come and participate in our project. It is also a good way to introduce yourself (in English if possible).

After receiving all Curriculum Vitae and cover letters, we proceed to interviews with candidates. We conduct videoconferences several times before the volunteer's arrival in

Poland and stay in touch with them via social media. Each time we stay focused on our actions.

During these videoconferences, our coordinators conduct the first interview with the new volunteer, during which the following issues are discussed: what would volunteering look like, what conditions would a volunteer have. Then all doubts that the volunteer has so far are dispelled. Our organization uses a series of questions that are very useful because depending on the answers we will have detailed information about the volunteer.

- Why do you want to come here?
- What are your expectations?
- How did you find out about the project?
- Have you lived alone before?
- Do you consider yourself an open minded person?
- Which languages do you speak?
- List your 3 advantages and 1 disadvantage.
- What are your interests?
- What do you do in your free time?
- Have you ever worked with children? Did you like it
- When are you able to start?

But when a potential volunteer shares information with us that he is a footballer, we also ask the candidate for a video where he is playing football as this is the best option to have an idea of his potential and then additional questions:

- What position do you play on?
- Where do you play?
- What's the maximum category you've played in?
- Have you had any injuries?
- Which player do you identify with?
- Do you have the ability to adapt to a different position?
- How can you describe your soccer?

After the interviews and contacts with all candidates it is time to decide together (with partner organizations, coordinators, mentors and managers) and select as many volunteers as needed for the project.

In order to make a decision about who will take part in the project, we rely on the qualities and knowledge of the candidates. A very important aspect for us is also that they are good people who want to learn and discover new things.

Another important element that is present in all organizations contributing to this publication is the signing of a voluntary agreement (Volunteering Agreement) (**attachment nr 1**) – which describes the rights and obligations of the volunteer and the non-governmental organization, as well as the principles of their cooperation and the basic tasks to be performed by the volunteer. In addition, it is a specific indicator of the end of the stage of establishing cooperation and thus the beginning of the next stage - the action stage, in which the assessment of competences possessed by the volunteer is carried out.

EVALUATION OF OWNED COMPETENCES

Assessing whether someone has specific competencies is not an easy task.

The self-assessment questionnaire is used to diagnose the following competences: communication skills (verbal and non-verbal communication), team work (roles, leadership), creativity, organizational skills (efficiency), problem solving, entrepreneurship, interculturalism, self-awareness, learning skills, values and ethics, technical competence. It is these competences that are considered necessary for the implementation of activities in the field of volunteering.

An exemplary questionnaire is attached as **attachment nr 2** to this publication and allows you to assess the first 10 competences, among those listed above, and indicate strengths and opportunities for the development of volunteers. It helps to identify competences that are particularly highly valued in non-governmental organizations, and at the same time constitute the basis for effective and satisfactory cooperation between an NGO and a volunteer.

How to use the Questionnaire?

1. **SELF-ASSESSMENT QUESTIONNAIRE** (Attachment nr 2): For the research to be reliable, the Volunteer should fill out the document as honestly as possible. He should circle the answers that describe him most accurately.

2. ANALYSIS OF THE QUESTIONNAIRE: After completing the questionnaire, the volunteer and the tutor analyze the document and add up the points obtained. The level of each competency of a volunteer is determined in four ways: it cannot be assessed whether a volunteer has this competence / has this competence to a small extent / is good at it / good / is doing well.
3. Then the leader compares the results of the questionnaire with the table intended for guardians (**Attachment nr 3**). It is completed by typing an "X" next to those answers that best describe the volunteer.

Each task that a volunteer undertakes in the organization aims to change on two levels. The first dimension - impact on society, the second - is the personal development of the volunteer. There is no doubt that the impact of activities on the local community will always be accompanied by the process of personal and professional development of the person involved in it. Therefore, when starting a mobility by a volunteer, it is worth drawing up a development plan.

CREATE AN INDIVIDUAL DEVELOPMENT PLAN

The development plan (**Attachment nr 4**) consists of the following parts:

- Description of the learning goals - the main responsibility for the volunteer coordinator is to support the mentees in reflecting on the learning goals and formulating them as specifically as possible.
- "Describe the current knowledge or level of competence" - the volunteer must clearly state the current level of knowledge or competence (with description of skill examples etc.).
- Goals / Motivations - this column of the table is related to the personal motivations of the volunteer: why they want to develop in a certain direction. The role of the coordinator is not to judge or suggest possible causes and motivations, but to help you discover your own reasons.
- "How do you want to achieve certain goals? ", " With whom? (who can help you?) ", " When do you want to start? ", " Implementation time " - these

are very specific indicators of the plan that the volunteer sets for himself - he sets the rhythm of the process, and the listed elements illustrate it; are important factors in performance monitoring.

- **Monitoring** – will occur throughout the process, but it is advisable for the Coordinator to organize special meetings for this purpose; two parties decide about their dates from the beginning; they are determined depending on the volunteer's needs and factors such as the length of the project, etc. The control process is a necessary part of the educational plan, because it allows for constant adaptation and change of the goals set at the beginning, depending on the course of the volunteer's activity (from this point of view, educational goals are dynamic, easily adaptable and may change depending on the volunteer's needs).

The action phase, or also called the voluntary mobility phase / time by most EVS organizations, is the most important. It has to be prepared in such a way that the volunteer activity is useful for the society and that he / she has a chance to gain experience / achieve educational goals set in the previous steps.

This stage consists of three main steps: **introduction** (familiarization with the organization, type of work and people cooperating), **volunteer work** (office or space where the volunteer will carry out his work) and the **conclusion** (evaluation, feedback, offering more opportunities to volunteer). Here, too, several tools are used that prove to be helpful in the entire volunteer mobility process:

1. **EVS Scorecard (Attachment nr 5)** - used at the beginning and end of each volunteering program, is to help indicate the progress / failures made by the volunteer throughout his project.
2. **Activity forms: "My mobility last month" or "Monthly activity card"** - used to control the progress in project implementation (**Attachment nr 6 and 7**).

Summary

The publication "Tools for working with volunteers in sport" is the result of the project "Active volunteering for all". Active volunteering for all" carried out by three partner organizations from Poland, Turkey and Spain under the program Erasmus + KA205 - Strategic Youth Cooperation, Good Practice Exchange.

Throughout the project we got to know each other and stayed in constant contact to ensure the best possible organization of all the assumptions and activities foreseen in the application. Communication was smooth and most importantly all ideas were welcomed, which fostered dialogue and open sharing of one's own ideas. These activities allowed not only to broaden knowledge about volunteering, but also about culture and promotion of breaking down mental barriers, living together for several days in a team of people eager to learn and support the promotion of civic activity.

Presented in this publication is a short description of the project, participating organisations, partners and tools used in working with volunteers in sport, we hope that it will be a practical collection of information useful when implementing volunteer projects.

By working with organizations and volunteers, we ourselves become more open-minded, gain greater awareness of the reality around us, feel more entrepreneurial and motivated to take action.

With full responsibility for the content of this publication, we can say that it is worth implementing projects financed from European funds. The opportunity to implement projects contributes to the creation of a unique bond between the participating organizations, which we hope will contribute to the possibility of joint implementation of future projects.

Dr. Juan De Lucas
(Asociación Arrabal-AID, SPAIN)

Mrs. Arzu Kirayoglu
(BBTO Association, TURKEY)

Mrs. Daria Szulist
(KLUB SPORTOWY BENIAMINEK 03, POLAND)

Mr. Marcin Kaszubowski
(KLUB SPORTOWY BENIAMINEK 03, POLAND)

Mr. Murat Özer
(KLUB SPORTOWY BENIAMINEK 03, POLAND)

Mr. Juan Cruz Alecci Santa Cruz
(KLUB SPORTOWY BENIAMINEK 03, POLAND)



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ATTACHMENT NR 1 VOLUNTEER AGREEMENT

TOOL TO SUPPORT VOLUNTEERS	
TOOL NAME	VOLUNTEER AGREEMENT
WHEN TO USE IT?	EUROPEAN VOLUNTEERING WELCOMING VOLUNTEERS LOCAL VOLUNTEERS IN THE ORGANIZATION
CHARACTERISTIC	<p>The contract is signed before the volunteer starts or right after the volunteer arrives at our organization. The form is handed out during an individual or group meeting. It is completed in two copies: one for the volunteer and the other for the organization.</p> <p>The document clearly defines the rights and obligations of both sides.</p>

EUROPEAN SOLIDARITY CORPS (ESC) VOLUNTEERING PROJECT ACTIVITY AGREEMENT

<i>PART 1 Partners & Volunteer Information</i>					
Project Title					
Project Ref. No					
Activity Date					
<i>SENDING & SUPPORTING ORGANIZATION (SO)</i>					
Official Name					
Address					
Legal Representative Person					
Contact Person		Phone		Email	
<i>COORDINATING & HOSTING ORGANIZATION (HO)</i>					
Official Name					
Address					
Legal Representative Person					
Contact Person		Phone		Email	
<i>VOLUNTEER'S CONTACT DETAILS</i>					
Name and Surname					
Date of the Birth			Nationality		
Phone Number			Gender		
Email			ID No		
ESC PRN Number			Cigna Number		
Residence Address					
<i>CONTACT PERSON IN CASE OF EMERGENCY FOR VOLUNTEER</i>					
Name and Surname			Relationship		
Residence Address					
Phone Number			Email		

PART 2 Rights & Responsibilities

1.1 The Volunteer responsibilities

- to read, check and sign the Activity Agreement and to comply with the terms of the Activity Agreement
- if necessary, together with the sending organization will establish documents for a visa
- will contribute her time, energy and enthusiasm towards the aims and objectives of the project activities,
- carry out the project duties from the beginning until the end date of the project,
- attends ESC trainings and meetings,
- sends original tickets, boarding cards (if required), receipts and invoices in 2 weeks after all expenses are made via post to Sports Club Beniaminek 03 or delivering it personally.
- respect local law as well as inner rules and regulations of hosting organisation and coordinating organisation (presented to the volunteer after their arrival),
- the volunteer must not behave in such a manner as to take the risk to be injured or any other risk that would put his/her life and health in danger, as well as the health of people around,
- informs sending, hosting and coordinating organisation about any special needs or circumstances that could affect the project (diet, illnesses etc.) for which precautions need to be taken,
- to take good care of the accommodation, working space and equipment that has been provided for his/her use. Follow the work place and home rules, which are provided by hosting organization. In case of damages of organization property or in the flat (because of volunteer fault) the volunteer is obligated to cover expenses made by hosting organization.
- will have to complete volunteer's evaluation report and relevant documents at the end of the ESC project
- will have to fill and sign all documents required for the project (pocket money declaration, evaluation documents etc.)
- the volunteer cannot participate officially on other Erasmus+/European Solidarity Corps project during his/her ESC Project

1.2 The Volunteer rights

- to receive information about the project, Hosting Organization (HO) and Sending Organization (SO)
- to be properly prepared for his/her ESC project and take part in Pre-departure training
- to be covered by health insurance for the duration of his/her ESC Project (CIGNA)
- to finish his/her project before the established time if he/she has a valid reason
- to receive pocket and food money from the HO, as established by European Commission on a monthly base
- to receive an appropriate, clean and safe accommodation during the ESC project
- to receive a mentor arranged by the HO
- to receive language training of some kind (not always an official course), also other training needed to carry out agreed tasks

- To attend the On-Arrival training and Mid-term seminar offered by the NA
- To have 2 days off a week and 2 days of vacation per one month service, volunteers vacation depends on hosting organization's vacation time and shouldn't disrupt the planned activities
- To receive a Youthpass from the HO

1.3. Responsibilities and Rights of the Hosting Organisation (HO)

- To provide to the volunteer monthly his/her pocket and food money, as established by the European Commission
- To provide to the volunteer an appropriate and secured accommodation during his/her ESC project
- To introduce him/her into the organisation, colleagues, mentor, neighbourhood, help him/her with orientation
- To register the participation of volunteer in the On-arrival and Mid-term training organized by the NA
- To discuss the content of the project and talk about the volunteer's working habits and expectations
- To define the roles and rights of the volunteer concerning his/her tasks
- Should provide language courses
- To make regular reflection each month with volunteer
- To create the Youthpass together with the volunteer before the volunteer's departure
- To provide a mentor for volunteer, and should have regular contact with him/her
- To keep in touch with SO and inform about any change, or problem
- We expect the volunteer to follow the rules related to organization and housing, but also to have respect for the coordinator, other volunteers, organization employees and workshop participants
- To expect from volunteer that he/she will be on time at work. In case of unexpected situation, when volunteer cannot be in time, or sick, he/she need to inform coordinator beforehand
- To expect that volunteer will actively participate in the project, will be willingly learn or try new things.
- To expect from volunteer that he/she is doing tasks and activities which is written in the contract
- To receive regular feedback from the volunteer about his/her work, learning process and needs, health problems
- If volunteer do not follow the rules, make problems for the coordinator and organization or do not want to obey the tasks which are written in the contract, HO have right to stop activities of the volunteer and in cooperation with the SO finish the project before time
- We expect from participant to cover expenses for any kind of damage that he/she gives the property which he/she uses during the project.

1.4. Responsibilities of the Sending Organisation (SO)

- to provide volunteer relevant information and clarify different issues regarding ESC (for instance technical, travel, visa, financial, Youthpass, cultural, etc...)
- to assist the Host Organization, if necessary, in submitting the final project report towards the National Agency (NA)
- to inform the volunteer about his/her rights and responsibilities

- to enrol the volunteer in the CIGNA insurance
- to inform the Hosting Organisation (HO) about the exact dates of volunteer's arrival and departure
- to ensure that the volunteer attends the Pre-departure training or prepare him/her individually
- to communicate with volunteer minimum once a month and to provide assistance and guidance
- to keep in contact with HO during the project

1.5. Rights of the Sending Organisation (SO)

- to receive all the information about the project activities and practical arrangements from Hosting organisation
- to be in a regular contact and to get regular feedback from the volunteer
- to request a project evaluation report from the HO and the volunteer.
- to withdraw from the project, if the volunteer doesn't participate in activities, create problems or if the HO performs irregular and incomplete activities, or acts contrary to the program rules
- to share project results by their channels of communication (organisation's website, Facebook profile etc.)

<i>PART 3 Practical Information</i>	
WORKING HOURS:	The volunteer will work a maximum of 8 hours per day and maximum 35 hours per a week. Volunteer will have 2 days off per week: Saturday and Sunday (these days may change after prior agreement with the volunteer - sometimes - for case of events taking place during the weekend - volunteer may be asked to work on Saturday and/or Sunday and then will have a day(s) off in the week).
MONEY	The volunteer will receive a monthly financial support (pocket money and money for food) in an amount of not less than PLN.
ACCOMMODATION:	The volunteer will be accommodated in a rent flat, in double room.
INSURANCE:	The volunteer's insurance has to be made by SO from Cigna Company
TRAVEL:	The volunteer's international travel expenses will be reimbursed by SO if the volunteer provides the original invoice and boarding cards.
HOLIDAYS:	The volunteers will have 2 days off per week, and also 2 days holiday per month, volunteers vacation depends on hosting organization's vacation time and shouldn't disrupt the planned activities.
INCLUSION SUPPORT:	To overcome the difficulties, Hosting and Supporting organization will provide reinforced support.
MENTOR:	For personal support, the volunteer will have a mentor with whom she/he will have regular meetings throughout the voluntary period.

PART 4 Roles & Tasks for the Participant

He will help KS Beniaminek 03 during preparation and conduction all our activities and to prepare international youth exchanges about sport, culture and art. During preparation to football tournaments he will help preparing our events like BENIAMINEK CUP and DEYNA CUP JUNIOR. He/She will complete language training (OLS) programs at the office. He/She will take part in sport activities as an assistant coach. He/She will attend weekly meetings and make video presentations for the report. He/She can act as an assistant teacher in kindergarten. As a player he may play in senior team or take a different role that will contribute to this area. He/She will work for media and publicity. It is expected to seek links to support international cooperation and to organize contacts to increase cooperation in its own country. The biggest expectation of our organization will be to be voluntary and willing work together with us.

PART 5 Declaration

This agreement is binding on all partner organisations and volunteers involved in the activity. The activity agreement includes 5 parts and 5 pages. We declare that the information given on this form is complete and correct. The parties declare that they have read and accepted all the rules by signing this agreement. In case of substantial modifications, a new agreement has to be signed.

By signing the present activity agreement, the volunteer states that she/he:

1. Never took part in an EVS or ESC project activity previously (*)
2. Is not registered as a pupil or a student at any school or university for the duration of the service
3. Is not under any employment contract for duration of the European Solidarity Programme

(*) exceptions to this rule: cf. Programme guide for European Solidarity Programme eligibility criteria.

SIGNATURES

For the participant:

.....

For the Hosting Organisation:

.....

Done at

Done at

For representative of Sending Organization:

.....

Done at



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ATTACHMENT NR 2 SELF-EVALUATION QUESTIONNAIRE

TOOL TO SUPPORT VOLUNTEERS	
TOOL NAME	SELF-EVALUATION QUESTIONNAIRE
WHEN TO USE IT?	EUROPEAN VOLUNTEERING, WELCOMING VOLUNTEERS, LOCAL VOLUNTEERS IN THE ORGANIZATION
CHARACTERISTIC	<p>The self-evaluation questionnaire is used to diagnose the following competences possessed by a volunteer: communication skills (verbal and non-verbal communication), teamwork (roles, leadership), creativity, organizational skills (efficiency), problem solving, entrepreneurship, interculturalism, self-awareness, learning skills, values and ethics, technical competence. It is these competences that are considered necessary for the implementation of activities in the field of volunteering.</p> <p>This questionnaire allows you to evaluate the first 10 competences from among those listed above and to indicate strengths and opportunities for volunteers' development. It helps to identify competences that are particularly highly valued in non-governmental organizations, and at the same time constitute the basis for effective and satisfactory cooperation between an NGO and a volunteer.</p>

SELF-EVALUATION QUESTIONNAIRE

We will be grateful for honest answers - please indicate the answer that best describes you, putting on it „X”

e.g.

0	1	2	3	4	5
---	---	---	---	---	---


_____→

Information:

Name and surname:

Age:

Nationality:.....

SELF-EVALUATION QUESTIONNAIRE

Below you will find a number of statements for self-evaluation. Please choose a digit on the scale that expresses the intensity of a given feature (skills). The individual digits have been assigned a specific level of intensity of a given feature:

0 - I do not know answer or I cannot give a characteristic / skill if I do not have it.

1 – Basic level: I have this skill / trait to a small degree.

2 – Medium level: I only use this skill / trait sometimes.

3 – High Level: I use this skill / trait frequently.

4 – Very High Level: I use this skill / trait very often.

5 – Excellent: This skill / trait allows me to carry out most of my tasks.

1	My statements are clear and understandable.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
2	I try to observe the emotions and intentions of the person I am talking to.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
3	I am responsible for my decisions.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
4	I clearly designate group work and monitor progress.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
5	I like looking for new ways to solve problems.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
6	I know how to plan an action in time and find sources that allow me to carry out a task.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
7	I can talk about my feelings, both positive and negative.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
8	I can set priorities.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
9	I give feedback.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
10	I am not discouraged by the difficulties.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
11	I am open minded and take up challenges.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
12	I am aware of my own knowledge, skills and attitudes.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
13	I can look at myself critically.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
14	When I learn something new, I can immediately put this knowledge into practice.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
15	When working with others, I always follow the rules of fair play.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
16	I try to understand the interlocutor's intentions.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>

17	I can properly select people for cooperation.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
18	I always see a problem as a whole while noticing its components.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
19	I can point out the strengths of the organization I work for.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
20	I can receive feedback on opinions and actions.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
21	It is important for me to influence the group.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
22	I like to influence the people around me.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
23	I can do many tasks simultaneously.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
24	I can draw conclusions from my own experiences.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
25	Always make sure that I am well understood by others.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
26	I see different aspects of a case.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
27	I am able to communicate correctly and effectively with people from different cultures (with different values, norms, expectations in relation to relationships, etc.), I do not judge them.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
28	I always follow the generally applicable rules, even when I work alone.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
29	I know that the experience of living in my culture influences the way I do certain things and communicate different things (norms of the national community, values, stereotypes).	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
30	I express myself expressively and passionately.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
31	When I am having a conversation, I remember to give everyone who participates a chance to express their point of view.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>
32	If I do not have enough information on a specific topic, I always ask.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div>

33	I can designate a hierarchy of tasks.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
34	I try to understand the arguments of others in order to be able to formulate counter-arguments that will achieve (my) goal or compromise.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
35	I pursue my own goals constantly and persistently.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
36	I know that stereotypes about different cultures influence my behavior.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
37	I speak without stage fright.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
38	I can see connections and relationships between individual elements of the problem.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
39	I can see the effects of my actions (also in the long term).	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
40	I learn quickly and easily acquire new skills.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
41	I consider it important that the organization defines its values and adheres to them.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
42	I always choose and specifically define working methods.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
43	I recognize and define the position and interests of both sides of the conflict.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
44	I trust myself and know that I have great opportunities.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>
45	I can learn by observation.	<div> <div>0</div> <div>1</div> <div>2</div> <div>3</div> <div>4</div> <div>5</div> </div> <div>→</div>

ANALYSIS OF THE SELF-DIAGNOSIS QUESTIONNAIRE

Verbal communication: 1, 16, 25, 32	answer	Sum	Points (total)
This cannot be judged	0	0 - 2	20 Your score: ... + ... + ... + ... = ...
Basic user	1 - 2	3 - 8	
Medium user	3 - 4	9 - 16	
Professional user	5	17 - 20	

Non-Verbal communication: 2, 7, 30, 37	answer	Sum	Points (total)
This cannot be judged	0	0 - 2	20 Your score: ... + ... + ... + ... = ...
Basic user	1 - 2	3 - 8	
Medium user	3 - 4	9 - 16	
Professional user	5	17 - 20	

Teamwork: 4, 8, 17, 31	answer	Sum	Points (total)
This cannot be judged	0	0 - 2	20 Your score: ... + ... + ... + ... = ...
Basic user	1 - 2	3 - 8	
Medium user	3 - 4	9 - 16	
Professional user	5	17 - 20	

Creativity: 5, 18, 38	answer	Sum	Points (total)
This cannot be judged	0	0 - 2	15 Your score: ... + ... + ... = ...
Basic user	1 - 2	3 - 6	
Medium user	3 - 4	7 - 12	
Professional user	5	13 - 15	

Organizational skills (effectiveness): 6, 19, 33, 42	answer	Sum	Points (total)
This cannot be judged	0	0 – 2	20 Your score: ... + ... + ... + ... = ...
Basic user	1 – 2	3 – 8	
Medium user	3 – 4	9 – 16	
Professional user	5	17 – 20	

Troubleshooting: 9, 20, 24, 26, 34, 43	answer	Sum	Points (total)
This cannot be judged	0	0 – 3	30 Your score: ... + ... + ... + ... + ... + ... = ...
Basic user	1 – 2	4 – 12	
Medium user	3 – 4	13 – 24	
Professional user	5	25 – 30	

Emprendimiento: 10, 21, 22, 23, 35, 39	answer	Sum	Points (total)
This cannot be judged	0	0 – 3	30 Your score: ... + ... + ... + ... + ... + ... = ...
Basic user	1 – 2	4 – 12	
Medium user	3 – 4	13 – 24	
Professional user	5	25 – 30	

Interculturality: 11, 27, 29, 36	answer	Sum	Points (total)
This cannot be judged	0	0 – 2	20 Your score: ... + ... + ... + ... = ...
Basic user	1 – 2	3 – 8	
Medium user	3 – 4	9 – 16	
Professional user	5	17 – 20	

Self-consciousness: 12, 13, 44	answer	Sum	Points (total)
This cannot be judged	0	0 – 2	15 Your score: ... + ... + ... = ...
Basic user	1 – 2	3 – 6	
Medium user	3 – 4	7 – 12	
Professional user	5	13 – 15	

Learning to learn: 14, 40, 45	answer	Sum	Points (total)
This cannot be judged	0	0 – 2	15 Your score: ... + ... + ... = ...
Basic user	1 – 2	3 – 6	
Medium user	3 – 4	7 – 12	
Professional user	5	13 – 15	

Values and ethics: 3, 15, 28, 41	answer	Sum	Points (total)
This cannot be judged	0	0 – 2	20 Your score: ... + ... + ... + ... = ...
Basic user	1 – 2	3 – 8	
Medium user	3 – 4	9 – 16	
Professional user	5	17 – 20	

ATTACHMENT NR 3

RATING QUESTIONNAIRE FOR CAREERS

Please complete the table below based on the volunteer's responses from the Self-Assessment Questionnaire. You should write an "X" in the field that describes your skill level best.

Name and surname of the Volunteer:

Nr.	Competencies	Description	Level			
			It cannot be assessed whether a volunteer has this competence	Has this competence to a small extent (BASIC USER)	It is good / good at it (SELF USER)	Does it perfectly (PROFESSIONAL USER)
1.	Communication skills - verbal communication	<ul style="list-style-type: none"> Her / his statements are clear and understandable. Tries to understand the interlocutors' intentions. If there is not enough information on a specific topic, ask for it. 				
2.	Communication skills - non-verbal communication	<ul style="list-style-type: none"> Try to understand the intentions and emotions of their interlocutors. Can communicate his emotions - both positive and negative. Expresses yourself clearly and freely. 				
3.	Teamwork	<ul style="list-style-type: none"> Is able to define priorities and set the roles of team members and monitors group activities. Can properly select people to cooperate. When conducting the discussion, ensure that everyone has a chance to present their own point of view. 				

4.	Creativity	<ul style="list-style-type: none"> • Notices connections between elements of the discussed problem. • Always sees the problem as a whole, while noticing its components. • Seeks to look for new solutions. 				
5.	Organizational skills (effectiveness)	<ul style="list-style-type: none"> • They know how to plan activities and reach the sources enabling the task implementation. • Can set priorities. • Selects and specifically defines working methods. 				
6.	Troubleshooting	<ul style="list-style-type: none"> • Provides and accepts feedback. • Can look at the problem from different perspectives. • Tries to understand the other party's arguments in order to be able to provide counter-arguments to achieve the goal or compromise. 				
7.	Entrepreneurship	<ul style="list-style-type: none"> • Consistently pursues its goals, and obstacles do not discourage him / her. • Likes to perform several tasks simultaneously, sees the effects of their actions in the long term. • Strives for power, likes to influence the people around him / her. 				
8.	Interculturality	<ul style="list-style-type: none"> • Correctly and effectively communicates with people brought up in a different culture (with different values and norms), does not judge them. • Realizes that his / her influence is influenced by cultural stereotypes. • Know that they grew up in a particular culture and then, new that update the website / s. 				
9.	Self-consciousness	<ul style="list-style-type: none"> • Is aware of their knowledge, skills and attitudes. • They trust themselves and know they have great potential. • Has the ability to think critically (in relation to himself). 				
10.	Learning to learn	<ul style="list-style-type: none"> • Quickly assimilates new knowledge and new skills. • Can learn by observing others. • Can immediately put into practice what he learns. 				
11.	Values and ethics	<ul style="list-style-type: none"> • Is responsible for its decisions. • When working in a group, he always follows the rules of fair play. • Believes it is important to establish and follow rules for the entire team. 				

[illegible]



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ATTACHMENT 5

EVALUATION CARD FOR EUROPEAN VOLUNTEERING

A TOOL TO SUPPORT VOLUNTEERS	
TOOL NAME	EVALUATION CARD FOR EUROPEAN VOLUNTEERING
WHEN TO USE IT?	EUROPEAN VOLUNTEERING SENDING OR WELCOMING VOLUNTEERS
CHARACTERISTIC	<p>The form is given to the volunteers staying at the beginning and end of the volunteering project.</p> <p>This document shows how much progress the volunteers have made during their stay abroad.</p>

Please fill in the form with the level of competences you think you have acquired.

number 1 very low, number 10 very high,

e.g.

1 ☐ 2 ☐ 3 ☐ 4 ☒ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

1. How do you consider your organising skills are at the moment?

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

2. Which is the level of the English skills you have acquired?

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

3. How is your copy-writing skills in English at the moment?

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

4. Was the communication with your team satisfactory?

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

5. How satisfactory was the implementation of meetings?

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

6. How satisfactory was the implementation of public events?

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

7. How you felt cooperating and working with teenagers?

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

8. How is your knowledge about economic and management affairs?

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

9. How well can you motivate others to participating in the activities?

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐

10. How good was the cooperation with your hosting association?

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐



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ATTACHMENT NR 6
"MY MOBILITY IN THE LAST MONTH" FORM

A TOOL TO SUPPORT VOLUNTEERS	
TOOL NAME	"MY MOBILITY IN THE LAST MONTH" FORM
WHEN TO USE IT?	EUROPEAN VOLUNTEERING SENDING AND WELCOMING VOLUNTEERS
CHARACTERISTIC	The form is provided to volunteers implementing foreign projects longer than 4 months. It is used to check whether the volunteer learns and gains knowledge as expected.

.....
Project numer (there may be the last 6 digits)

1. What activities did you do in the last month?
2. How did you increase your knowledge?
3. What new did you learn about the country, Europe, world?
4. What competences have you developed?
5. How much time did you spend learning Polish? What 10 words you learned in the last month?
6. What do you achieve by implementing a volunteer project?
7. How are you supported in the implementation of all activities?
8. How are your activities monitored?
9. What was the influence of the actions you performed on you / KS Beniaminek 03 / local community?
10. What is the impact (in your opinion) of the project at local, regional, national, European and / or international levels?



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ATTACHMENT NR 7 MONTHLY ACTIVITY CARD

TOOL TO SUPPORT VOLUNTEERS	
TOOL NAME	MONTHLY ACTIVITY CARD
WHEN TO USE IT?	EUROPEAN VOLUNTEERING SENDING AND WELCOMING VOLUNTEERS
CHARACTERISTIC	<p>The card is used in the organization when the volunteer provides services. The volunteer completes it on his / her own every month and sends it to the coordinator.</p> <p>Its aim is to help adjust the number of tasks to the needs and abilities of the volunteer and to demonstrate his working time.</p>

Host organization stamp

MONTHLY ACTIVITY CARD

Name and surname of the volunteer _____

Project number:

[illegible]

Total volunteering hours		

Voulunteer’s signature _____