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INFOPACK AND RULES

Please read all of the information below carefully.

This project has been accepted by Turkish National Agency and it will take place between **12th-19th July 2017** in **ŞANLIURFA TURKEY**.

Title : Don't let labels hold you back!

Contents of our project are as in the following:

Our project is prepared based on the prejudices towards the women specially in the board by the men and the other women in the board and their negative opinions occurred by the wrong labels about hiring the women & letting them to be in the board staff. We have activities that will let participants to be aware of these situations and to lift negative prejudices by having their active attending through giving them different & supportive roles. Besides, some of the activities contains Erasmus+ privilege subjects which are to support active participating of the youngs, to destroy xenophobia and racism by having different cultures to be known, to provide equality of opportunities by supporting disabled participants, to maintain democracy idea by having equal numbered of males and females and to bring different people from different countries together and raise awareness of European citizenship consciousness.

Reimbursement Limits

For **Romania 170 Euros, Czech Republic and Latvia 270 Euros, for Spain and Portugal 400 Euros per person.**

"Sanliurfa Kadin Merkezi" is a member of Zift United Project Groups. They agreed on helping us throughout the process. Therefore the rules of Zift organization which are written below will be valid during this project. People who participate in the project are obligated to obey the rules. You have to read and understand this carefully in order to take place in the project.

How to Arrive in ŞANLIURFA?

You should search for the most economic and direct flight to Şanlıurfa Airport. You will need to transfer in Istanbul and come to Şanlıurfa directly. From Şanlıurfa Airport we will organize the trip according to arrival time of all participants and try to manage a common transfer to the Hotel.

Important Remarks and General Rules

Tickets :

- 1- Your name, surname, dates and price infos must be written on your own tickets.
- 2- You must have both tickets and invoices.
- 3- You can not receive reimbursement if you lose your boarding passes. You have to deliver it to us.
- 4- We need a copy of your passport with the stamps that you get in the borders.
- 5- The open-date tickets are not accepted. Every ticket must has a specific date on it.
- 6- You have to deliver original tickets to us by post after the project.
- 7- When you go back, you must send your departure boarding passes, too. Firstly team leaders must take their photos, send by email and later send them by post.

For post: Please don't forget writing the project name and our addresss on envelope
Ms. Irem Aktürk
Zift Organization

Eti Mahallesi Gazi Mustafa Kemal Bulvarı Uzay Apartmanı No:56/9 Çankaya Ankara
TURKEY Post Code : 06000

IF YOUR TICKET PRICE IS OVER THAN MAXIMUM MONEY, then you take maximum money. But if it is lower than maximum money, then you take all ticket money. The rest of it will be used by us for other projects.

Example1: For your country, maximum money(limit) is 200 euros. Your tickets' price is 150 euros. We pay 150 euros to you and other 50 euros will be used.

Example2: For your country , maximum money(limit) is 200 euros. Your tickets price are 250 euros. We pay 200 euros (maximum limit for you)

REIMBURSEMENTS:

- 8- After project, you must go your home maximum in three days. The team leaders must send all team boarding passes, original tickets, original invoices to us by post. **After your posts reach us,** we invest your money to your team leaders' bank account **in 45 days.**

For example, your post reaches us on 1st September 2015, then deadline for investing your money is on 15th October 2015. Bank commission belongs to participants. After



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you take your money, the leaders should send a paper via **e mail** which shows s/he took all the money of the team. He must write it by handwriting and sign it.

If you want to arrive earlier or leave later than the scheduled dates, you should inform us beforehand otherwise we can not guarantee to do the reimbursement for your tickets.

9- As a reminder: Reimbursements will be made through your organization or your team leader after you arrive in home. In order to get payment, you must send the original of the boardingpasses and other required documents (tickets, invoices) via traditional post.

HOTEL:

10-We try to do our best on accommodation. We will provide a bed in a room, hot water and sufficient food. You may bring your own sheets, slippers, towel and personal care products if you wish. Please don't expect big and so comfortable places. This is youth Exchange. Reimbursement is not so much. Below, we wrote some names of the hotels that show what kind of hotels we've chosen in our previous projects. When you check them, you understand that we choose the best ones for our guests as much as possible. Until now, we did not have any problems about hotels with most of participants.

11-We give a list of items included in your suit/room and a photo of your suit/room and ask to confirm the list. If you give any damage to the room or to the items, *you have to pay for the expenses.*

12-We're going to inform you about the hotel where you will stay *a week before the project.*

For e.g.: If the project starts on 20th April, between 12-17th April, we find the hotel and send the info to you because we don't live in the cities where the project takes place. Therefore, it takes time to find and decide the best one.

13-In some projects you may have to stay with people upto 5 in the same room. It is usually 2 or 3 participants in one room but this may change from places to places. These are some example hotels where we realized projects.

14-City name (Hotel name)

Yalova (Eylül Pansiyon)(7 times)
Ordu (Eren Apart öğrenci Yurdu)(1 time)
Marmaris (Rosy Hotel)(two times)
Denizli (Papatya Apart)(1)
Tokat (Evim Kız-Erkek Yurdu)(1)
Bilecik (Limon Apart)(2 times)
Rize (Yeni Hotel Milano)(1)
İzmit (Otel Karamüsel)(2)
Osmaniye Rüya Apart(1)
Düzce – Sakarya (Çınar Otel)(7 times)
Kastamonu (Aeg pansiyon)(2)
İğdır (İmparator Otel)(1)
Ardahan (Hotel Ardahan)(1)
Yozgat (Hitit Hotel)(2times)
Bartın (Çakraz Emek Pansiyon)(4 times)
Artvin (Özel Çoruh Kız Öğrenci Yurdu)(1)
Sinop (Aklıman Hotel)(1)
Çorum (Anadolu Apart)(2)
Bayburt (Otel Bayburt)(1)
Edirne (Erikli Özer Otel)(2times)
Amasya (Aydınlı Otel)(1)
Sanlıurfa (Mercan Otel)(3 times)

You can see these projects in our website. www.ziftorganization.com

Please Don't forget that we are not owner of this Project. We help to organisator group which belongs to Zift United Project groups.



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GENERAL PROGRAMS AND OUR GOALS

15- Main ideas of these projects are to build new friendships, interact with new cultures and destroy the borders between countries. The subject of the project is just a vehicle to capture these.

16- You can not arrive in project 1 day later than the first day of project or leave 1 day earlier than the last day of Project. For this, you should notify us before you buy your tickets. Otherwise we can not guarantee to do your reimbursements. It is a rule by European Commission. But you can come earlier than first day of project and you can leave later than last day of project. (three days earlier-three days later)

For ex: If the project date between 20th -25 th april 2015. You can't come later than 20th or you cant leave earlier than 25 th. But you can come earlier than 20th and leave later than 25 th. (maximum three days earlier-three days later)

17- Daily plan can be changed by our organization. Some features can be negotiated with the participants and new changes can be done on the estimated schedule.

18- You are obligated to obey the agreed daily plan and attend to the sessions except some certain unexpected situations like illness.

19- One team has to have the same nationality.

For ex: If you come from Romania, all team must be Romanian as pasaport and as nationality. If a Turkish person live in Romania, he can't join the program in name of Romania.

20- We are obligated to cover your accommodation and the meals during the days of the project. If you stay longer, you will have to pay for your own expenses.

21- You will have a chance to visit and tour around the city center. The free time will be given to you for this. But we do not have a city tour. But if the participants want, we organise it altogether. Otherwise, you will have free time wherever you want to go.

- 22-** We don't take extra money from EU for trips. So, If all participants decide a trip together, then we organise it and go together. But trip fee is paid by participants. You should understand that THE PROJECTS ARE NOT HOLIDAYS.
- 23-** You must listen and care for organisers' warning. Please don't forget that Turkey is another country like every different countries. So we have different habits and features. And somethings can be problem for you. It is advised that you give importance to the warnings.
- 24-** The project does not have to take place near the city center. It can be held in a village or town.
- 25-** Organizer might give some enviromental tasks to the teams.
- 26-** After the intercultural nights, we usually make a party. But everything ends at 1.00 am and participants should go to their rooms and make no noise. Because in the morning, we start to the activites again. Also, the neighbours take noise amiss. Because they start to working so early and we don't want to disturb them.
- 27-** In the questionnaire that will be handed out at the last days of the project, there will not the food&accommodation questions. We realise that it is impossible to make everybody happy with the circumstanses at the same time. Everybody will eat the same food and stay in the same place including the Turkish team. Some of the places and their accommodation we have had projects are listed below. You can click on the name and open the web-page.
- 28-** We make quiz (questionnaire) everyday or only last day. In quiz, your name and signature will be written. With quizzes, the participants evaluate everything. Sometimes they think they evaluate only conditions. Evaluation is for everything (except hotel and food) like teams, activities, cultural nights e.t.c . We mean we will evaluate ourselves altogether. So, it is not a secret. You have to write your name and signature. Also Turkish team must do the same.



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29-The EU projects are done WITHOUT FEE. We mean we don't take any PARTICIPATION FEE. But if your organization takes this from you, it is between you and them. When you are volunteer to give money, please don't come with big expectations because of this money.

30-This rules are written to maintain peace among the participants.

31-By joining our project, you should trust us without any doubts and we require for positive attituded people.

32-Sometimes, hosting organization can let a team to leave earlier because of their urgent job. It is up to hosting organization.

33- In these conditions below, a participant can not be allowed to stay in project and they can't take their any ticket money;

a) a person comes late to activities all time without any valid reasons. **b)** a person disturbs other neighbours or participants

c) a person is racist, negative, bad tempered e.t.c **d)** a person uses drugs in the project (also marijuana)

e) a person uses violence **f)** a person doesn't give necessary documents to us

To SUM UP : we wait the positive, cheerful, friendly, anti-racist, helpful people. Don't forget that PROJECTS ARE MADE ALTOGETHER. IF A PROJECT IS SUCCESSFUL, IT IS ALL TEAMS' JOB. SO, WE ARE BIG TEAM AND WE CAN SUCCESS THIS ALTOGETHER. THERE IS ONLY ONE DIFFERENCE BETWEEN HOSTING ORGANIZATION AND PARTNER ORGANIZATION: Hosting organization knows the conditions and project city better than the other teams. That is all.

34-By joining the project you are considered to read and accepted every rules.

35- You have to read, understand and sign this agreement in order to participate to the project.

SUGGESTIONS

Participants Task: You must care for the schedule time, be kind, respect, be positive, destroy the borders, have maximum fun, be cheerful and try to be part of solution. To see a problem and to criticize something is so easy. So do the difficult one and **tolerate people**.

Please don't forget that : we are not going to give the meaning of life. We are not going to not educate you. We are not your guides or teachers. We just try to destroy the borders between countries. We just share our experiences with you. Please trust our friendship and experiences about projects. **If you are negative, believe us:** nothing will be better. Nobody can be racist, disrespectful, negative, dirty, rebel, thief .e.t.c in our project. So , be kind, have fun, share your experiences and miss us when you go home.

Team Leaders: You have to collect and manage your team, share their problems with us kindly, and try to be part of solutions. Because good leaders can change everything positively or negatively. If somebody doesn't join the program without permission, you should find and learn her/his problem. Share this problem with organiser to solve it. Sometimes, some participants can be sick. Of course he can not join the program then. But we should know this. Any organisers can't call participants all time. This is a program and nobody can let other participants wait delayed participants.

When you go home, you must collect all your team's boarding passes and send us only by you. We don't want that everybody sends them by himself. **Just imagine that :** if 40 participants send everything one by one, how can we cope with it? It is the same for solving problems. So , you should help us while managing project and solving problems.

Partnership : All countries are equal in project. We are partners. So , while arranging something, we do this altogether.

About rules : Before you come here, we definitely notify our partners about rules. **In this kind of projects:** The hosting organization leaders contact with partner organization leaders and partner organization leaders notify you about our rules. So, this responsibility belongs to them. But also, we work with the same organizations which we know. So we have good connections with them and they trust us. Of course we trust them, too. They send positive and cheerful people all time.

About Participation Fee : We never take participation fee as hosting Organization.

Turkish Team Leader : You are equal with other country leaders. You just manage and organise participants. While you are doing this, you should be respectful, kind, cheerful,



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leader, equal, tolerant .etc. Don't bore people, please. This is not school and you will not educate people. You will just manage activities , make program, try to solve problems (if organisator is not there), e.t.c

Turkish Organisator: You can be president of the program or Turkish organization. You can be so experienced person. But it doesn't mean that you can do everything. You are not a Turkish in this project. You are international person. Don't forget that you come to the project to solve the problems. So , if there is a problem, please solve it. Be kind, tolerant, and definitely be equal to all countries. You are international person. You don't have any nationality in the project. Be boss , be leader, but like a friend, like a brother, e.t.c . You are a solution person. Don't care for reasons. There are 40 different people from different areas. Imagine that how many different people are there in even Turkey? So , solve the problem and do your best.

About System : In projects, the organisator don't have to give reimbursement before Final report. Final report takes one year nearly. But generally, if everything is ok, we give your money in maximum 45 days after we take your documents by post.

About daily plan: We do many games and energizers in program. They are more than the activities which are combined with the topic of project. Because the topic activities are for topic and topic is second main idea. But games, energizers and cultural activities are for destroying borders and be friends and this is MAIN IDEA.

So, Don't be adult. Your age is over 18. **For only one time :** Forget your career, character, borders, depts, schooletc. And Just be child. Turn off your switch and have fun without disturbing people. It is the best way to have everything, share and learn about topics and cultural Exchange. Dont forget: Neither project is a school, nor is a holiday. Care for program and rules and have fun☺) TRUST OUR EXPERIENCES ABOUT PROJECTS. THIS IS BEST WAY FOR YOU. YOU SHOULD DO THREE THINGS FOR THIS. Relax, relax and relax.

Why is this document not formal? : Because we see ourselves as amateur people about projects. We do this with ameteur souls. Otherwise it becomes as a job for us. And it bores us. So to have fun, we do everything professionally with ameteur souls. To write something informally, it is more intimately and good way to show our souls. Our 71th. project in Turkey was on last week of Agust 2015 . You can see the photos of them in our president facebook, our webpage, and ask your organization leaders.

We mean that : We know how we can do this. We just need more friends. Because 80 millions Turkish people are not enough for us. We like bigger friendship colonies. Come

here and taste our deserts, Istanbul , hospitality, smiling face, cultural exchanges. Believe us, you will miss us when you go to your home.

If you are not like that,if you are negative, rude, problem,snooty,so serious or unfriendly then PLEASE DON'T COME TO PROJECT.

Sincerely,

Irem AKTURK

General Secretary

(In name of Barış BAYTOK (The president of Zift Organization)

I, from, have read, understood and accepted all of the rules that stated above.

Date and Signature :