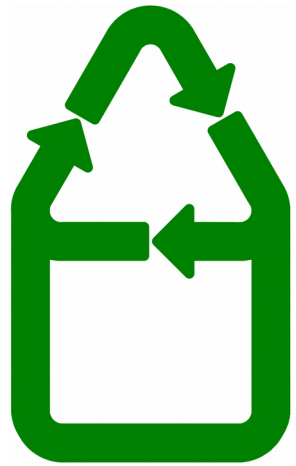


# INFO PACK

## YOUTH EXCHANGE



**GREEN**  
**HOUSE**

Altamura, Italy

24 Aug – 1 Sept 2017



**RI-PULIAMOCI**



Erasmus+

# WELCOME ON BOARD!

*Dear Partners & Participants,*

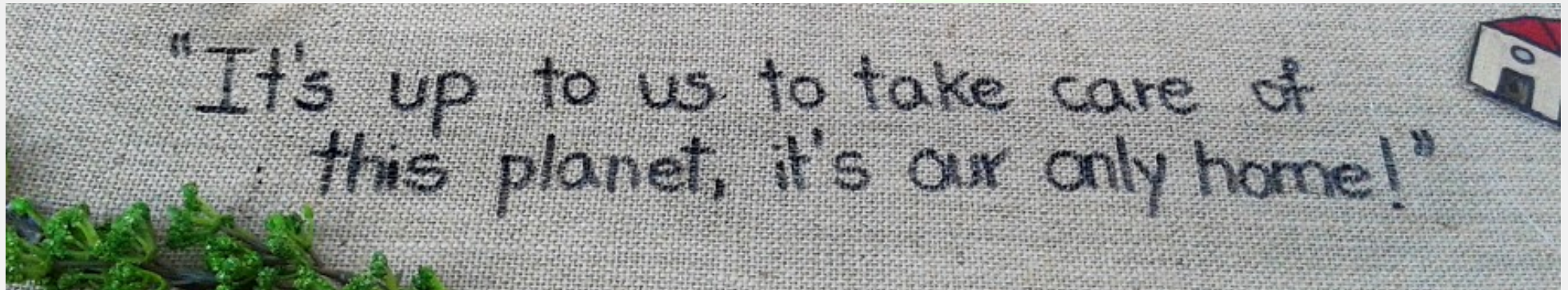
The whole team of **Ri-puliamoci** would like to **welcome you** in our project **gREenhoUSE!**

This document contains some **practical information** about the youth exchange, please **read it carefully.**



**Erasmus+**

# PROJECT'S BACKGROUND



The **Earth** our **Home**. Nature already has all we need.

Yet we as mankind fail to take care of these gifts.

That's why we want to carry out this project:

to **raise awareness** in society on **environmental issues** in order to **promote eco-sustainable development**.



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# BASIC INFORMATION

The main activity of the project is a **Youth Exchange** in which **32 young people** from **5 countries** will meet and will spend together **9 days** in total (including arrival and departure days) in **Altamura**, a town of 70.000 people located in **Apulia**, a region in the South East of **Italy**.

**Accommodation** and **food** will be **100% covered** by Erasmus+ Programme, while **travel expenses** will be **reimbursed up to 100%** according to the distance.



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# BASIC INFORMATION

All the activities will be related to the project's topic and objectives. The methodology that will be used is based upon **non-formal education** methods: first we will *get to know each other*, then we will *participate in workshops* using arts, music, theatre, debates, etc. as a tool for learning.

One of the main results of the project will be an **eco-friendly greenhouse** made of recycled materials that we will build together during the Youth Exchange.



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# PROJECT'S CALENDAR

## DATES

**Advanced Planning Visit** (*APV is only for Group Leaders*)

Arrival: 1 July 2017 – Departure: 3 July 2017

**Youth Exchange**

Arrival: 24 August 2017 – Departure: 1 September 2017

**DEADLINES** (*for sending travel details*)

**Group Leaders** 01 June 2017

**Participants** 20 June 2017



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# GROUP LEADERS' PROFILE

The group leaders will be youth workers (volunteers, coordinators, facilitators, trainers, etc.) aged **at least 18 years old** that will represent the partner organisation from their country.

It is important for them to be able to participate in **both the APV and the Youth Exchange**, in order to establish a continuous and fruitful relationship: we rely on them to prepare the participants according to the needs of the Youth Exchange (that will be discussed during the APV).



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# GROUP LEADERS' PROFILE

Amongst the **desired qualities** for a group leader there are: interpersonal and communication skills; a positive and supporting attitude; team spirit; coordinating, facilitating and planning skills; experience in volunteering, non-formal education and youth work.

Furthermore, a group leader should have at least an **average level of English** so that they can discuss with the facilitators and the other group leaders during the preparatory and evaluation meetings that will take place during the project.



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# PARTICIPANTS' PROFILE

The most important thing is being **interested** in the project topic and **highly motivated** to be **actively involved** in every stage of the project, including *preparation* and *dissemination*.

More specifically, considered that we are going to build a greenhouse and to document all the process, it would be good to have at least some participants with skills or interest related to: **craftsmanship, photography, video editing**, etc.

The **age** of the participants should be in the range **18–25** y.o.



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# GROUPS OVERVIEW

Each national team will be composed of **6 young people**: **5 participants** (18–25 y.o.) plus **1 group leader** (18+ y.o.).

**Gender equality** has to be taken into consideration: every group should be **balanced** with male and female participants. Moreover, in each group there must be at least **2 people** with **fewer opportunities** (but there can also be more).

The Italian team will be equipped with **2 extra facilitators**.



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# TRAVEL SOLUTIONS

There are several ways to reach **Altamura**: the easiest and most comfortable is flying to **Bari airport**, which is served by many low-cost companies – especially **Ryanair** and **Wizzair**, although taking a look at **Skyscanner** is always a good idea.

Bari airport is **directly connected** with Altamura by a **bus** that takes around **45–50 minutes**,

Here you can check for transports from Bari airport:

<http://www.aeroportidipuglia.it/homepagebari/>



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# TRAVEL SOLUTIONS

Other options includes flying to other airports and having a connecting flight – you can find cheap domestic flights to Bari, especially from **Rome Fiumicino** and **Milan** airports.

Consider also that **Altamura** has **direct buses** to/from **Rome** (**Flixbus, Marozzi**) and other Italian cities (**Flixbus, Marino**), or alternatively you can reach Bari by bus or train and then switch to regional transports (**Ferrovie Appulo Lucane**).

We have a good experience in trips planning, so if you need any help don't hesitate to ask us!



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# TRAVEL REIMBURSEMENT

Travel expenses from your town to Altamura and back can be reimbursed up to the amount indicated in the table below:

Country	Distance Band*	Max. Amount
Italy	0 – 9 km	0,00 €
Czech Republic	500 – 1999 km	275,00 €
Greece	500 – 1999 km	275,00 €
Hungary	500 – 1999 km	275,00 €
Lithuania	500 – 1999 km	275,00 €

\*according to the [Distance Calculator tool](#) as by Erasmus+ Programme rules.



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# TRAVEL REIMBURSEMENT

In order to issue reimbursement, we will need all the **original tickets** with related **price information** and **payment proofs**.

By the rules of the **Italian National Agency** participants are allowed to have **at most 2 extra days\*** before/after the YE.

In any case, just to avoid unpleasant surprises, **before** buying tickets **let us know** and ask for our **confirmation** – especially if you're in doubt.

\*Please note that no accommodation or food expenses can be covered for extra days.



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# TRAVEL REIMBURSEMENT

We will issue a **single bank transfer per national group**. During the Youth Exchange, all the participants' documents will be collected. If any original ticket will be missing (including return tickets), it will have to be sent by post afterwards.

Once we will have **all the documents** for every participant in a national group, we will be able to issue the reimbursement, either to the **partner organisation** or to a **participant/leader**.



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# REIMBURSEMENT TIPS

We highly recommend participants to buy **electronic tickets** online whenever they have the option, especially for the return trip: e-tickets are considered to be **original tickets**, so there will be no need to send them by post.

For the same reason, we highly recommend to **check-in online**. Boarding passes do not show any price information though, so a booking confirmation and/or an invoice will be needed, as well as the **proof of payment** (that will be a print of the bank statement from the internet banking).



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# ACCOMMODATION & FOOD

Accommodation and food will be **100% covered** by Erasmus+ Programme between 24th August and 1st September 2017.

There will be **three meals** (breakfast, lunch and dinner) and **two coffee breaks** per day. On the **arrival day** (*24th August*) **only dinner** will be served, while on the **departure day** (*1st September*) **only breakfast** will be included.

You will be informed about the **structure facilities** as soon as we will have all the details about it.



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# PRACTICAL INFORMATION

Check if you have the **European Health Insurance Card**, it may come in handy! Also, we **highly recommend** you to get a medical **travel insurance**. Remember that this is not an eligible cost for reimbursement, though.

Don't forget to bring your own **personal medicines!**

Lastly, if you have a **laptop** or **camera**, you may want to bring it along, as it can be **very useful** for reporting our work!



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# PARTNER ORGANISATIONS



## **EYCB - European Youth Centre Břeclav** (Czech Republic)

*Contact person*

Jana Parolková

*E-mail address*

[eycb.info@gmail.com](mailto:eycb.info@gmail.com)



## **Hellas for Us** (Greece)

*Contact person*

Lamprini Papargyri

*E-mail address*

[hellasforus@gmail.com](mailto:hellasforus@gmail.com)



## **Town Protecting Association of Nagykálló** (Hungary)

*Contact person*

Sándor Véghseő

*E-mail address*

[nkvarosvedo@gmail.com](mailto:nkvarosvedo@gmail.com)



## **Eurohugs** (Lithuania)

*Contact person*

Donatas Verseckas

*E-mail address*

[eurohugs@gmail.com](mailto:eurohugs@gmail.com)



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# ABOUT US



Antonella Sforza  
*President*



Michele Nuzzolese  
*Project Coordinator*

We are **Michele** and **Antonella** from **Ri-puliamoci**, the hosting organisation for this project. We will do all our best to make this experience unforgettable!

If you have any questions, feel free to contact us.

We are looking forward to meeting you!



[facebook.com/Ripuliamoci/](https://facebook.com/Ripuliamoci/)



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