



**Rural Youth Europe and  
Westfaelisch-Lippische Landjugend e.V.**

welcomes you to

**“Volunteering makes your CV smile!”**

**29 October – 5 November 2011**

**Plettenberg, Germany**

This activity has been supported by the Youth in Action programme of the European Commission



## INTRODUCTION

In co-operation between Rural Youth Europe and Westfälisch-Lippische Landjugend e.V., the Autumn Seminar 2011 will focus on how volunteering can strengthen your CV and your employment potential. As part of the 2011 EU Year of Volunteering, the seminar will explore the connection between volunteering and youth employment, particularly how volunteering can improve the employability of young people. The seminar will focus on how volunteering provides important learning opportunities, new skills and competences for young people, and how these benefits can be better recognised by both youth organisations and the business world.

The seminar is part of the Youth Employment Action (YEA) project of Rural Youth Europe which aims to improve the employability of rural young people. The YEA project is supporting European, national and local youth organisations in a positive and constructive way by exploring and developing youth-led solutions to youth unemployment.

Rural Youth Europe is organising a series of events between 2010 and 2012, including youth exchanges, seminars and trainings, to prevent the growing social and economic exclusion of rural young people and improve their access to the labour market.

### **Objectives of the Youth Employment Action (YEA) project:**

- To raise awareness about employment and entrepreneurship opportunities for young people in their local communities
- To train and empower young people with the skills needed to find employment in their local communities
- To encourage young people to develop, strengthen and reinvigorate local communities and participate as active citizens
- To help combat the social exclusion experienced by many young people, especially during times of financial crisis and rising unemployment
- To exchange creative ideas, methods, and activities for innovative youth work across Europe and create new synergies between youth organisations in addressing youth unemployment

## **AUTUMN SEMINAR IN GERMANY**

### **Aims:**

- To explore how volunteering can improve the employability of rural young people
- To promote greater recognition of how the learning opportunities provided by volunteering can improve the skills and competences of rural young people

All working methods and activities will aim at fostering intercultural learning and exchange between participants from different backgrounds. Participants will meet a range of experts and representatives from government and NGOs and be involved in workshops and different kinds of activities using non-formal education. Young people will be involved at all times in the exchange of experiences, ideas and opinions and their contributions will be vital for the whole project. All sessions will provide opportunities for participants to develop their skills and knowledge as well as to share their experiences. The free-time activities are also planned to give participants the chance to continue mutual communication and co-operation.

## **PROGRAMME**

### **Saturday 29 October**

- Arrival of participants in Plettenberg
- Registration and tour of the venue
- Preparing posters
- Welcome evening & ice-breaking games

### **Sunday 30 October**

- Morning gathering
- Official welcome and opening
- Programme, aims & objectives
- Fears and expectations
- Team-building
- Reflection groups
- International Buffet & Organisation Marketplace

### **Monday 31 October**

- Morning gathering
- Learning opportunities
- Excursion: company visit
- Reflection groups
- Night-hike

### **Tuesday 1 November (regional holiday)**

- Morning gathering
- Soft skills for employment
- From hobby to job / from volunteering to making an income
- Reflection groups

- Film night

### **Wednesday 2 November**

- Morning gathering
- Excursion day
- Farm visit
- Reflection groups
- Visit a local youth club (Landjugend Pelkum)

### **Thursday 3 November**

- Morning gathering
- Actual developments in the culture of volunteering
- Organisational development
- Reflection groups
- Swimming

### **Friday 4 November**

- Morning gathering
- Conclusions and future planning
- Evaluation of the week
- Reflection groups
- Closing ceremony

### **Saturday 5 November**

- Farewell & photos
- Departure of participants

***Please note changes can be made in the programme!***

## **THE VENUE**

The seminar will be in different places in Plettenberg. Plettenberg is a small town in the mid-west of Germany in the state of Northrhine-Westphalia. It is situated in the low mountain range "Sauerland", a beautiful woodland with lots of rivers and lakes.

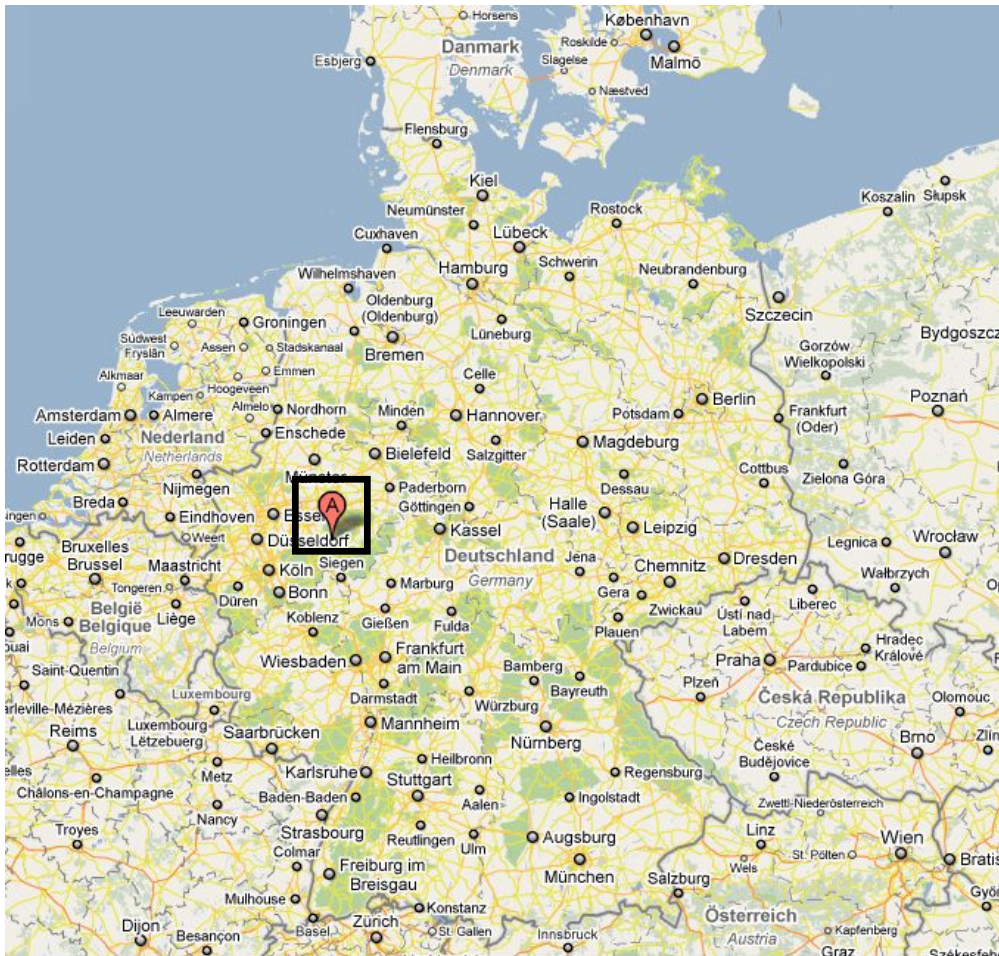
Participants will be accommodated at Weidenhof Plettenberg, a local bed and breakfast hotel. Seminar sessions will be held in different meeting rooms throughout the town.

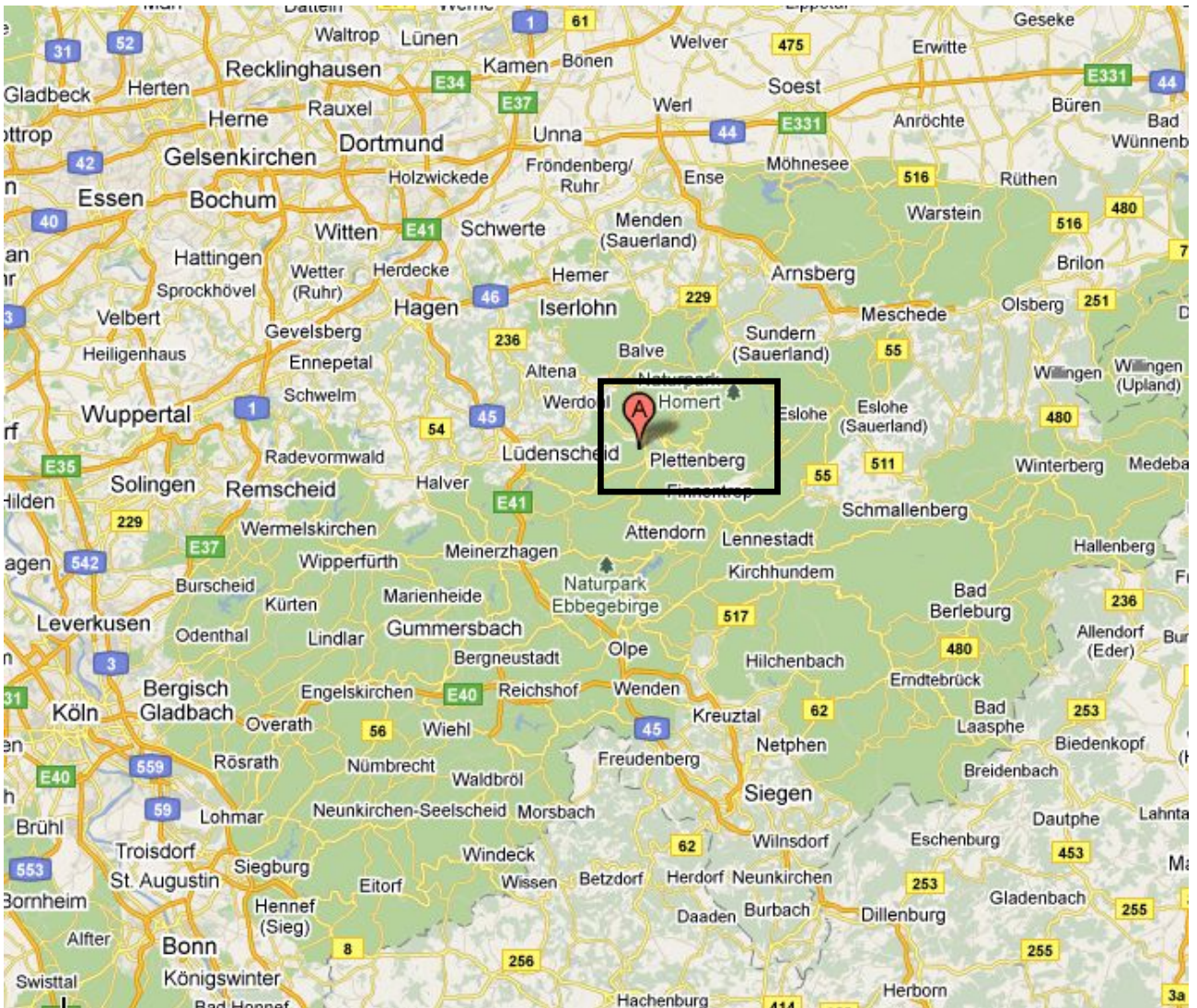
### **ADDRESS:**

Weidenhof Plettenberg  
Auf der Weide 31  
58840 Plettenberg, Germany  
<http://www.weidenhofplettenberg.de/index.php?id=14>  
(WIFI is available at the hotel)

For more information on Plettenberg:

[www.plettenberg.de](http://www.plettenberg.de)





## CONTACT DETAILS:

### **Westfaelisch-Lippische Landjugend e.V.**

Schorlemerstr. 15

48143 Muenster

Germany

Phone: +49 251 4175-215

Web: [www.WLL.de](http://www.WLL.de)

Email: [Katja@WLL.de](mailto:Katja@WLL.de)

### **Rural Youth Europe**

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Finland

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## Prep Team

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## PARTICIPANTS

Participants are expected to:

- be between **18 and 30 years** of age. Preference will be given to participants who are under 26 years. Participants must be 18 at the start of the seminar (29 October 2011) as **we cannot accept any participants who are under 18 years.**
- have a **good knowledge of written and spoken English.** Please note that participants will be required to speak and write in English during the week, no interpretation will be available.
- be **active** in your own youth organisation.
- be willing to be a **multiplier** in your organisation.
- have an interest in the **topic and aims of the seminar.**

Participants are not expected to have previous experience at an international seminar or event.

## APPLICATION PROCESS

Please use the enclosed application form and return it to Rural Youth Europe by **24 AUGUST 2011** to [seminar@ruralyouth europe.com](mailto:seminar@ruralyouth europe.com).

Applicants will be informed in early September if they have been accepted or not. Applications will still be accepted in September if there are places.

## PARTICIPATION FEE

The participation fee for the Rally will be **€250 for Western participants and €150 for Eastern participants.**

### Payment of the Participation Fee:

The participation fee must be paid into the following RURAL YOUTH EUROPE bank account by **15 SEPTEMBER 2011.**

Please ensure that payment is made to the following account (including all bank transfer fees):

RURAL YOUTH EUROPE  
Volksbank Bonn Rhein-Sieg EG  
Heinemannstr. 15  
D-53175 Bonn, Germany  
National Bank Code: 380 601 86  
SWIFT: GENO DE DD  
IBAN: DE 32 3806 0186 1700 5590 13

## TRAVEL INFORMATION

Each participant is responsible for booking his/her own tickets to the seminar.

Please contact Katja Reinl ([Katja@WLL.de](mailto:Katja@WLL.de)) or Amanda Hajnal ([office@ruralyouth europe.com](mailto:office@ruralyouth europe.com)) if you have any questions about your travel arrangements.

### Arrival

There are a number of transport options in getting to Plettenberg. Please note that you should aim to arrive in Plettenberg no later than **17:00 on Saturday 29 October 2011**.

The cheapest and closest airport is Dortmund (DTM). Easyjet ([www.easyjet.com](http://www.easyjet.com)) and wizzair ([www.wizzair.com](http://www.wizzair.com)) fly to Dortmund. It is also possible to fly to Duesseldorf (DUS), Cologne (CGN), or Muenster/Osnabrueck (FMO). Participants will be picked up from the mentioned airports by car/mini-bus and transported to the seminar venue.

Participants can also arrive by train to Plettenberg. Check Deutsche Bahn ([www.bahn.com](http://www.bahn.com)) for train times. Participants arriving by train will be picked up from Plettenberg station.

If it is significantly cheaper to arrive the previous day (Friday 28 October) or depart one day later (Sunday 5 November), please inform us before you buy your tickets. A small fee will be charged for food and accommodation or you can make your own arrangements.

### Departure

Departure is on **Saturday 4 November**. Participants will be transported to Plettenberg train station or the airports mentioned above on Saturday morning.

## TRAVEL REIMBURSEMENT

Rural Youth Europe and Westfaelisch-Lippische Landjugend e.V. have applied for national and international funding to cover the expenses of the seminar.



Due to the strict funding conditions, please follow these requirements:

- Travel must be **economy class and based on the cheapest means of transport to the venue.**
- **Documentary evidence** must be provided for all travel tickets (original ticket plus the invoice or copy of credit card statement). Price in the local currency must be visible on the ticket.
- Electronic tickets will only be accepted on presentation of **boarding passes**. Boarding passes must be presented in paper copy (internet or mobile phone seat allocations will not be accepted).
- All **return tickets** must be purchased before arrival at the seminar venue. Only tickets presented on arrival will be included in reimbursement.
- **One copy of all travel tickets** must be presented on arrival at the seminar venue.
- Participants must attend all sessions and be on time for sessions.

***Please note: failure to follow these funding conditions will mean that you are not eligible for travel reimbursement!***

Travel reimbursement is made by **bank transfer to the national office** of each participant after the seminar. Transfers to individual bank accounts must be requested in writing.

Please note that travel reimbursement can only be made by the Rural Youth Europe office once all travel documents have been sent by participants and reports are finalised. We cannot guarantee reimbursement of travel tickets before **6 months**.

## **INTERNATIONAL BUFFET**

We ask participants to bring food and drinks typical of their countries for approximately 2-3 persons.

Please bring **non-alcoholic drinks and food**, which can be served cold. There are fridges available for storage. Basic kitchen equipment can be provided to prepare the food (knives, cutting boards, etc). Please check customs regulations for visiting Germany.

As well as presenting food from your country, you will also present a poster about your organisation.

We ask you to gather **information (photos, brochures, reports, folders, promotional products) from your organisation** to make the poster. Please also bring a flag from your country to hang on the wall. There will be time and materials to help you prepare the posters on the arrival day.

Posters will also be hung up for the rest of the week so that participants can read them and learn about each organisation which is represented at the seminar.

We expect participants to wear **smart clothes or national dress** for the International Buffet and Final Party.

## **WHAT TO BRING**

- Warm and waterproof clothing
- Comfortable clothes and shoes suitable for walking/hiking
- Swimming clothes
- T-Shirt from your own organisation
- Medicine and other personal items
- Smart clothes or national dress for International Buffet & Final Dinner
- Adaptor for non-German appliances

We advise you to get EUROS already at the airport or before departing your home country.

## **WEATHER**

October/November is extremely variable with temperatures between averaging 0-15°C. Please be prepared for both sunny & warm weather and windy, rainy & cold icy weather!

## **INSURANCE**

Rural Youth Europe and WLL will not offer any insurance for the participants. Participants are requested to arrange insurance by themselves or through their organisations.

## **VISA**

Please make sure that if you need a visa that you apply early enough and also keep us updated on the visa application process.

## **CANCELLATION POLICY**

Please be aware that Rural Youth Europe has a “no show” policy claiming part of the participation fee if the participant does not show up at the seminar or cancels with short notice without sending someone else. Please contact Amanda Hajnal at the Rural Youth Europe office at [office@ruralyouth europe.com](mailto:office@ruralyouth europe.com) if you would like more information about the Cancellation Policy of Rural Youth Europe.