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

”Volunteering makes your CV smile!”

29 October – 5 November 2011

Plettenberg, Germany

INFO UPDATE FOR PARTICIPANTS

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

Dear Participants

The seminar begins in just over one week's time – we hope you are excited☺

In the newsletter we would like to give you updates on some important things for the seminar:

- ***What to bring***
- ***Emergency numbers and contact details***
- ***Travel arrangements***
- ***Reporting***
- ***Facebook link***

Attached you will also find a list of the participants, including arrival and departure details.

Enjoy the seminar!

WHAT TO BRING

- Laptop
- Materials about your organisation and country for the poster presentation
- T-Shirt from your own organisation
- Warm and waterproof clothing
- Comfortable clothes and shoes suitable for walking/hiking
- Swimming costume & towel for the indoor swimming pool
- Smart clothes or national dress for International Buffet & Final Dinner
- Non-alcoholic drinks, food and national flag for the International Buffet
- Musical instruments or CD – particularly from your home country
- Medicine and other personal items
- Adaptor for non-German appliances
- Energiser ideas – everyone will be actively involved in organising and leading energisers during the week

We advise you to get EUROS already at the airport or train station.

We will be using laptops at the seminar for several purposes. In several sessions we'll use computers for doing research and making presentations. There will be a short online survey to complete every day to give feedback on the day to the prep team. Each person will also work in s small group to write a report about one day – this report will be for the blog and participant report. If you CANNOT bring a laptop, please let us know!

Please bring materials about your organisation and country (brochures, reports, photos, videos, maps, etc) about your organisation and its activities, especially in the field of youth employment

and volunteering. One of the first activities at the seminar will be a presentation of your organisation and it's volunteer activities.

EMERGENCY NUMBERS

If your plane is delayed or you need to contact someone during your travels, the main emergency number is **+49 175 25 90 80 6 (Katja Reinl)**.

Other numbers:
Michael Schwab +49 16094 110922
Amanda Hajnal +358 45 234 5629

CONTACT DETAILS

Seminar email
seminar@ruralyoutheurope.com

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Prep Team

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TRAVEL

Arrival and departure

All participants will be met at the airport or Plettenberg train station by one of the German team members. Participants will be transported by mini-van or car to the venue in Plettenberg.

Participants will also be taken back to the airport or train station on 5 November by mini-van or car.

Travel reimbursement

Here are the instructions for travel reimbursement:

1. Fill in the attached travel reimbursement form with your travel details.
   - write your home address (not your organisation's address)
   - put each ticket on a separate line
   - write the local currency you paid for the ticket
   - do not write in the grey parts – this is for the office to be filled in using official currency rates
   - write the bank details of your sending organisation – we will NOT be reimbursing to personal accounts unless you write a separate explanation. You must give us IBAN, SWIFT and the Account holder name on the form.

The travel reimbursement form is attached to the email with this letter. You can also request a copy from seminar@ruralyoutheurope.com.

2. Email a copy of the travel form to seminar@ruralyoutheurope.com BY **WEDNESDAY 26 OCTOBER** with a copies of your flight tickets and invoices. Also send your local transport tickets (eg. Bus, train) if you have purchased them. These tickets can be scanned and sent in pdf format.

3. Amanda from the Rural Youth Europe will check through the documents BEFORE the seminar and get back to you if there is anything to be corrected. This will make the travel reimbursement process at the seminar much quicker and easier!

4. All travel documents will need to be submitted to Katja Reinl when you arrive in Germany. This includes:
   - SIGNED and complete travel form – incomplete forms will not be accepted
   - flights invoices
   - boarding passes

- local transport tickets

5. Sign the Youth in Action participant list – Katja has the list. It's crucial that you sign the list, if you are not there then it means the funder don't know you were there and don't give us the money for your travel! On the list you need to put the name of your sending organisation, your name and address details, P (for participant) and signature.

6. When you return home, please post your return boarding passes and/or local transport tickets to **Katja Reinl at the WLL office**:
Westfaelisch-Lippische Landjugend e.V.
Schorlemerstr. 15
48143 Muenster
Germany

We kindly ask you to post your final travel documents as soon as possible when you return home as any delay will mean the whole travel reimbursement process is delayed for everyone else too!

7. If you happen to lose ANY boarding passes, you will need to contact your travel agency or airline company to get a written statement or certificate of travel. Please note that this service often has a fee (at your own cost) so it is better to look after your boarding passes and tickets (treat them just like money!!). If you lose any local transport tickets, you will need to submit a written statement with supporting evidence of the ticket price. Please contact Amanda if this happens, I will send the instructions to you.

8. Once we have received completed travel documents from ALL participants, we will be able to finalise the financial report. After that, we will submit the documents to the funders and proceed with 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.

We have a very simple rule with travel reimbursement: NO TICKETS = NO MONEY!

REPORTING

Reporting and giving feedback are important parts of all youth events, particularly for seminars.

Participants are asked to complete a daily feedback survey about your experiences at "Volunteering makes your smile!". We've tried to make this feedback process as easy as possible by using an online form. The survey links will be given to you at the seminar.

In addition, each participant is responsible for writing one report in a small group of participants. The report will be uploaded to the blog each day and compiled into the Final Report. The Final Report has several purposes:

- it's a useful record of what happened at the seminar for the participants and their sending organisations

- it's good practice for participants in writing and presenting information in English – put it on your CV!!
- it's also required by our funders – we don't get funding without this report!

The report should reflect your personal experiences at the seminar: what you have learned or shared, what new skills you have gained, what you can take back to your sending organisations and what impact the seminar has had on you.

If you have any questions about the surveys or reports, please don't hesitate to ask Amanda Hajnal at seminar@ruralyoutheurope.com.

Reports need to be sent by **14:00 latest the following day** to seminar@ruralyoutheurope.com and copy to katja.reinl@wll.de. On the last day, the report must be sent by 18:00.

FACEBOOK

We invite you to join the Autumn Seminar facebook group! You can find the group by searching for "Rural Youth Europe Autumn Seminar 2011 in Germany" or by clicking on this link: http://www.facebook.com/groups/211332115555536/