

INFO PACK – “MCF by MCF” YOUTH exchange

Arad, Romania

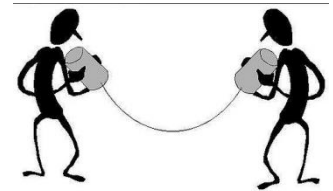


Hello dear participants!

We want to congratulate you for being part of the approved project “Mentor Creative Fun by MutiCultural Foundation” and we want to ensure you that you WON’T REGRET IT☺. We are here for you to, responding to all your possible questions regarding the project and his activities...

This project is going to be a challenge for both of us, for you as participants and youth workers, working to complete the assignments assumed inside your organizations and for us as a hosting organization responsible for caring out this project. For the period of your staying here we want to make sure that you have everything you need. And for this we are asking you to communicate with us also before starting of the youth exchange, let us know the problems which you are facing during the preparation period. Your fears and your expectations regarding the topic of this project and also the youth exchange.

We know that you joined the project because you want to learn new things, to get new abilities, to make new friends, to learn more things about other cultures and many other things but most of all TO HAVE FUN. Working together we are going to achieve all of this and more other. THINK OUTSIDE THE BOX, BE OPEN MINDED and don’t be afraid to ask questions.



In the following pages you will find useful information for organizations and also participants...details regarding logistical stuff and activities.

So, again, we are finishing this introduction by wishing you...

WELCOME TO OUR COMMON PROJECT ☺

The MultiCultural Foundation TEAM



“Arad – a city with personality”

Arad, a city full of personality as we like to call it often ... inhabitants

belonged to 13 national minorities living for centuries in the same community contributing to the harmonious development of the city full of interculturalism.

The first mention of locality appears in a document from the years 1078-1081. The town became an important center of industry over the centuries.



Arad has a rich cultural and historical heritage, offering visitors a true outdoor museum of architectural styles specific to the eighteenth century, nineteenth and twentieth century's, monuments, art and history, theater, philharmonic concerts, exhibitions of fine art, museum exhibitions history, art and science of nature, festivals and celebrations.

Weather!!!



Please take in consideration, the project will take place during autumn this means it could rain a lot ... so please take with you appropriate and comfortable clothing.

In the end of September (APV) weather will be nice, between 21-24 degrees in the day and 9-12 during the night. In October it seems more rainy, during day having between 15 and 23 degrees and in the night 8 to 11 degrees.

Free time!!!

As you can recognize inside the detailed daily program there will be several free evenings during the youth exchange. During this time you can visit the city, go to cafes, clubs or pubs...on your own expenses. Organizers will give you detailed information regarding the places you can spend your free time.



IMPORTANT!!! Please do not leave the hosting place by yourself, always keep a cell phone so in case of emergency you will be able to contact your group leader or a person from the host organizations team. Also please inform your group leader about leaving the hosting place.

Transportation:

During your free time you can use public transportation (tram/ bus) for which PLEASE by tickets to avoid any problems with police. All times please have with you, while going out, ID card.

Taxi Verbita - 0257 944 or if you use your mobile from your home country than please dial 0040 257 944.



Please keep in mind that the lady will not speak most probably proper English that is why we recommend you to speak slow and patiently.

EXCHANGE!!!!

The currency of Romania is LEI the well known and unique plastic money so yes no problem you can wash them too :)

1 Euro is at this point - 4, 5 Lei

For this we recommend "The Luxor Exchange Office" which is placed on the main street of Arad right beside Mc. Donald's - YOU CAN'T MISS IT!!

Transportation to the project venue

The travel costs will be reimbursed to the participants during the youth exchange, all reimbursements will be made by bank transfer, so please take with you your account information. Before the staff of the organization will be able to do this, each group leader has to hand out to the responsible person from the support staff, for his all group, **ALL travel tickets in original (plane ticket, train ticket, boarding pass, recipes, etc.) for both way travel.**

We will make a copy of the return tickets for the travel of the participants and we will hand them out to each group leader again. Each leader will be responsible to send to the hosting organization within 10 days after the return of the group to his home country, all the travel documents in original by post, the participants kept from their travel.

Participants of the APV can bring their original travel documents within the youth exchange.



How to get to the Project

Arad city has a small airport so if you find direct flights that fit into your budget it's perfect ☺, unfortunately only from Bergamo you can arrive directly to Arad by plane.

Besides this, Arad can be reached by train. There are several trains each day that make the connection between Budapest and Arad (around 3 hours to travel – 270 km). You can use the airport of Budapest if you travel by plane and then change and take the train.

The airport in Timisoara as well is a good destination for all of you; it is just 50 km away from Arad city.

In any case, it does not matter what kind of transportation you will use, a person from our organization will wait for you in train stations or airports (Arad/Timisoara). This is why we will ask you for travel details few days before arriving to the youth exchange. In case you need other further advice for transportation please do not hesitate to contact us.

Please keep in mind!!!

To be able to reimburse you the travel money you need to pick the cheapest mean of transportation. We cannot reimburse costs for taxi!!!

Amounts are in EURO

No.	NGO/Country	No. participants	Activity	Budget/ person	Total
1	CEIPES / Italy	1	APV	170	170
2	Ayuntamiento De Murcia / Spain	1	APV	270	270
3	Associação Juvenil de Peniche / Portugal	1	APV	270	270
4	Stowarzyszenie EDUQ / Poland	1	APV	170	170
5	EUROCIRCLE / France	1	APV	170	170
6	Multicultural Foundation / Romania	1	APV	0	0

7	CEIPES / Italy	5	Youth Exchange	170	850
8	Ayuntamiento De Murcia / Spain	5	Youth Exchange	270	1350
9	Associação Juvenil de Peniche / Portugal	5	Youth Exchange	270	1350
10	Stowarzyszenie EDUQ / Poland	5	Youth Exchange	170	850
11	EUROCIRCLE / France	5	Youth Exchange	170	850
12	Multicultural Foundation / Romania	5	Youth Exchange	0	0

The hosting place – “Queen Hotel” ☺

The hostel where we will organize is the “Queen” Hotel



◆ Situated in Arad, on the Mures River Valley, at 20 km from Hungary, Hotel Queen offers you comfort and elegance for business and relaxation.

♦ The Hotel Queen has 20 rooms, 7 single rooms, 3 triple rooms, 1 room with 4 beds, 5 double rooms and 4 twin rooms with a total capacity of 48 places. All our rooms have bathrooms with showers, cable TV, air condition in 8 rooms and wireless internet.



♦ We have a restaurant/bar with a 36 persons maximum capacity. Breakfast is optional and costs 10 lei/person. We also have a conference hall with a 120 persons maximum capacity with wireless internet, air condition, cable TV and smoke extractors.

♦ The hotel also has an inner parking (7 cars) and outer parking (8 cars) space, both free, available in the arrival order. Wireless internet is free of charge. be hosted in rooms with 2 – 4 places with own bathroom.

We will try to mix up the groups a little bit to support intercultural exchange also during the free time. Activities will take place in the same place as the hosting. We will provide also three meals a day for each participant except the traditional intercultural evenings which each group will prepare by his own.

Preparation of the participants

We would like to suggest to each partner organization to select participants interested in the topic of the youth exchange and who are involved in the activities and work of each organization.

The language used during the training course will be English, and it would be useful for participants to know the foreign language at least at a medium level. If this is not the case than the group leader will have the role of a translator for those participants.

Each group of participants representing a partner, will have to present his country and traditions as well as the organization (regular activities, scope, work filed). For these activities we would suggest to each group to prepare some presentations and some traditional snacks for his home country. Please keep in mind, that during this project there will be technically two exchanges one organized by the hosting organization and the other one organized as a practical activity by the participants. This is why you should prepare enough materials for tow international evenings.

Participants can bring with them laptops due there is a wireless internet access inside the hosting place. Music, musical instruments, movies, games, etc., are more than welcomed for spending time together during evenings and free time.

Please do not forget about TRADITIONAL MUSIC and PRESENTATION OF YOUR COUNTRY for the intercultural evenings.

Also there is some personal stuff we would suggest you to bring with you for this adventure.

1. Photo or video cameras in case you would like to keep unique moments :)
2. Other personal stuff you think you may need during the three weeks and not find by yourself in here, like medication and all other things you think about.
3. Appropriate clothing for indoor - outdoor activities, sport activities and could rainy weather.

The summary of the project “MCF by MCF”

MultiCultural Foundation will implement a project called MCF by MCF, for a period of 7 months, between 08.01.2015 - 03.01.2016, financed by the European Commission through the Erasmus + Program.

Creative Mentor Project by MCF will bring together a group of 30 young people aged between 18 and 30 years, coming from Romania, Spain, Portugal, Italy, Poland and France. Youth mobility will be held on 22-29.09.2015 in Arad, Romania. Partners in the project are: MultiLingual Foundation, CEIPES - Centro Internazionale per lo to Promozione e Sviluppo educazione dell, AYUNTAMIENTO DE MURCIA, Associação Juvenil of Peniche, Stowarzyszenie EDUQ, EUROCIRCLE.

The main topics of our project are: creativity and culture; Youth (participation, youth work, youth policy).

Guide, motivate, inspire, are the words that best define to us what it means mentoring. Over time, the word mentor has become increasingly prevalent in different contexts can be captured either in literature, history and everyday life. It became synonymous with a friend, a teacher, a wise person, trusted advisor, tutor, model, confidant. Many who became mentors have not realized the transformation saying so because it was a natural role came in different situations. Our project aims to give the curtain aside, to clarify the role of mentor in different contexts and provide a quality standard for future mentors. The idea was born in January-February 2015 in our Foundation members meetings. During these meetings we realized the need for understanding the role of a mentor both within a Foundation / NGO, and in the community. After identifying this need, we discussed it also with other NGOs / Foundations both nationally and internationally and found a similar need, therefore we decided to ACT and to change things. We want this project participants and partner organizations to provide new insights, understanding the role and responsibilities of the mentor, and to offer those who want to become mentors support scripting of what it means to work mentoring.

We set three objectives for our project Mentor Creative Fun by MCF:

1. A better understanding of ideology mentor in NGO / Foundation and in the community every day, through the activity of non-formal education during 8 days of youth mobility of 30 young people from Romania, Spain, Portugal, Italy, Poland and France.

2. Acquiring skills necessary to be a mentor to 30 young people from Romania, Spain, Portugal, Italy, Poland and France, along the 8 days in order to bring their contribution both within organizations / foundations from which and within communities for reference.

3. Develop a standard Mentor: Guide and procedures during 8 days involving 30 young people from Romania, Spain, Portugal, Italy, Poland and France.

Our project will have two main activities, namely:

1. Advance Planning Visit

2. Youth Exchange

The Advance Plan Visit will take place from 29/09/2015 until 30/09/2015 in Arad, Romania. In this activity will attend six group leaders, one from each national group. These will discuss in detail about the youth mobility, roles and responsibilities in the project, implementation modalities of sessions, evaluation and dissemination of the project.

Youth Mobility will take place between 20-27.10.2015, Arad, Romania. In this activity will take part 30 young people from Romania, Spain, Portugal, Poland, France and Italy. They will learn and acquire experience, skills and competences with regard to what it means to be a mentor, you need to do as a mentor, you make a mentor activities, roles and responsibilities, who needs a mentor, etc.

All project activities will include working methods of non-formal methods such as energizers, knowledge games, role playing games, team building, simulations, assessment activities, facilitated discussions.

The project results will be:

- Developing a Standard Mentor: Guidelines and Methodologies**
- Acquire and practice key skills by the 30 young participants in the project.**

The impact will be substantial on both the direct participants, our partners, and to the NGOs and foundations by achieving project objectives, project activities and dissemination Standard achieved.

Group leaders' – tasks and responsibilities

The tasks of a group leader are the following:

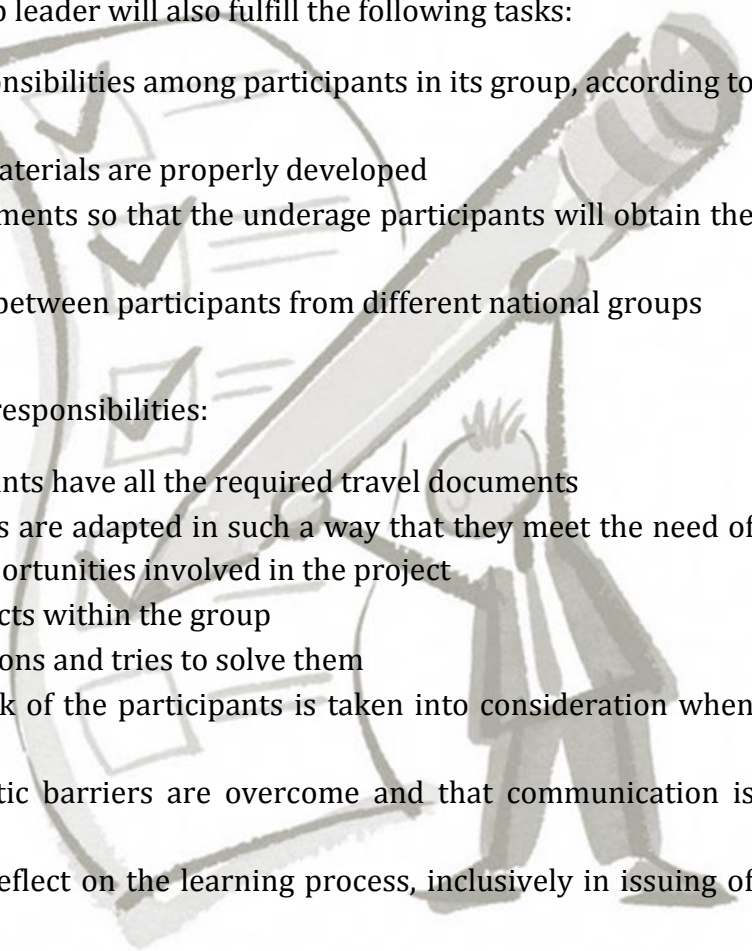
- To participate in the selection of the participants (based on a participant profile that will be established based on the theme and objectives of the project)
- To organize meetings with the young participants
- To participate in the advanced planning visit
- To set-up an activity schedule in cooperation with the other partners and participants
- To engage in a continuous communication with the other partners
- To establish the safety and protection measures, along with the other leaders
- To make sure that participants in its groups know about the cultural profile of the hosts and other participants, the destination and the legislation of the hosting country

Also, it is recommended that a group leader will also fulfill the following tasks:

- To distribute tasks and responsibilities among participants in its group, according to their interest and knowledge
- To make sure that support materials are properly developed
- To make the proper arrangements so that the underage participants will obtain the visa
- To facilitate communication between participants from different national groups

The group leader has the following responsibilities:

- makes sure that the participants have all the required travel documents
- makes sure that the activities are adapted in such a way that they meet the need of young people with fewer opportunities involved in the project
- prevents and mediates conflicts within the group
- identifies problematic situations and tries to solve them
- makes sure that the feedback of the participants is taken into consideration when implementing daily activities
- makes sure that the linguistic barriers are overcome and that communication is done in an efficient way
- encourages participants to reflect on the learning process, inclusively in issuing of the Youth pass certification



- evaluates the daily activities along with the other leaders and participants
- makes adjustments to the activity schedule, in the case that this will be needed
- help issuing Youth passes based on the self-evaluation of the participants
- evaluates the project at a partner/national group level

APV Program

Participants Arrival

Day 1	Session
09:00 – 10:00	Breakfast
10:00 – 11:30	Get to know each other
11:30 – 12:00	Break
12:00 – 13:30	Let's discover our project
13:30 – 16:00	Lunch Break
16:00 – 17:30	Food and accommodation during the project
17:30 – 18:00	Break
18:00 – 19:30	the program of the project
19:30 – 21:00	Dinner
21:00 – 21:30	Free evening
Day 2	Session
09:00 – 10:00	Breakfast
10:00 – 11:30	Roles and responsibilities within the project
11:30 – 12:00	Break

12:00 – 13:30	Roles and responsibilities within the project
13:30 – 16:00	Lunch Break
16:00 – 17:30	Conflict and situation management
17:30 – 18:00	Break
18:00 – 19:30	Evaluation and impact
19:30 – 21:00	Dinner

Participants departure

The Youth Exchange Program

Arrival of participants

Day 1	Session
09:00 – 10:00	Breakfast
10:00 – 11:30	Get to know each other
11:30 – 12:00	Break
12:00 – 13:30	Project Program & Rules
13:30 – 16:00	Lunch Break
16:00 – 17:30	Project Objectives
17:30 – 18:00	Break
18:00 – 19:30	Mentor: Introduction
19:30 – 21:00	Dinner
21:00 – 21:30	Group leaders meeting
21:30 -	Free evening

Mentor Creative Fun by MultiCultural Foundation

Day 2	Session
09:00 – 10:00	Breakfast
10:00 – 11:30	What is a mentor?
11:30 – 12:00	Break
12:00 – 13:30	Who needs a mentor?
13:30 – 16:00	Lunch Break
16:00 – 17:30	Why one need a mentor?
17:30 – 18:00	Break
18:00 – 19:30	Mentor: Profile
19:30 – 21:00	Dinner
21:00 – 21:30	Group leaders meeting
21:30 -	Free evening
Day 3	Session
09:00 – 10:00	Breakfast
10:00 – 11:30	Mentor in daily life
11:30 – 12:00	Break
12:00 – 13:30	Mentor for volunteers 1
13:30 – 16:00	Lunch Break
16:00 – 17:30	Mentor for volunteers 2
17:30 – 18:00	Break
18:00 – 19:30	Mentor: Role 1
19:30 – 21:00	Dinner

Mentor Creative Fun by MultiCultural Foundation

21:00 – 21:30	Group leaders meeting
21:30 -	Free time
Day 4	Session
09:00 – 10:00	Breakfast
10:00 – 11:30	Mentor: Role 2
11:30 – 12:00	Break
12:00 – 13:30	Mentor: Relation 1
13:30 – 16:00	Lunch Break
16:00 – 17:30	Mentor: Relation 2
17:30 – 19:30	Mid Term Evaluation
19:30 – 21:00	Dinner
21:30 – 22:00	Group leaders meeting
Day 5	Session
09:00 – 10:00	Breakfast
10:00 – 11:30	Mentoring 1 to 1
11:30 – 12:00	Break
12:00 – 13:30	Mentoring a group
13:30 – 16:00	Lunch Break
16:00 – 17:30	Mentor: Responsibility 1
17:30 – 18:00	Break
18:00 – 19:30	Mentor: Responsibility 2
19:30 – 21:00	Dinner

Mentor Creative Fun by MultiCultural Foundation

21:00 – 21:30	Group leaders meeting
21:30	Free evening
Day 6	Session
09:00 – 10:00	Breakfast
10:00 – 11:30	Mentor: Rights
11:30 – 12:00	Break
12:00 – 13:30	Mentor: Practice 1
13:30 – 16:00	Lunch Break
16:00 – 17:30	Mentor: Practice 2
17:30 – 18:00	Break
18:00 – 19:30	Intercultural Evening
19:30 – 21:00	Dinner
21:00 – 21:30	Group leaders meeting
Day 7	Session
09:00 – 10:00	Breakfast
10:00 – 11:30	Mentor: Activities
11:30 – 12:00	Break
12:00 – 13:30	What should a mentor DO?
13:30 – 16:00	Lunch Break
16:00 – 17:30	What should a mentor NOT DO?
17:30 – 18:00	Break
18:00 – 19:30	Mentor: Ethics

Mentor Creative Fun by MultiCultural Foundation

19:30 – 21:00	Dinner
21:00 – 21:30	Group leaders meeting
Day 8	Session
09:00 – 10:00	Breakfast
10:00 – 11:30	Mentor: Techniques 1
11:30 – 12:00	Break
12:00 – 13:30	Mentor: Techniques 2
13:30 – 16:00	Lunch Break
16:00 – 17:30	Mentor: Evaluation
17:30 – 18:00	Break
18:00 – 19:30	Project evaluation
19:30 – 21:00	Dinner

Participant's departure

Contact details:

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Your contact person:

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For any questions please do not hesitate to contact us :)