

CIVIL LEADERSHIP ACADEMY II.

Second summer edition - Training - Call for participants!



Participating countries: Hungary, Slovakia, Czech Republic, Poland

DATE: 21st of August till 30th of August, 2014.

PLACE: Hungary, Galyatető

Goal of the training:

Our vision is to build a strong European civil community that thinks and acts together in the field of social inclusion in V4 countries. Aim is to change stereotypes of major society relating marginalized groups, foster regional cooperation in exchanging best practices. The quality of our plan is rooted in the direct and long-term work with our partners. Tools are developing practical solutions of social integration thus inclusion of Roma groups empowering them realising their initiatives

With thus above our main goal is:

- to bring together disadvantaged young people and youth workers from V4 countries with the aim of developing common projects in the future;
- to offer a networking opportunity between the participants and their sending organizations;
- to strenghten V4 identity and cooperation in the V4 region

Our additional aims are to :

- build strong strategical network in V4 countries
- development of attitude (solution focus coaching) in youth work
- information and experience sharing about „Being an NGO/community peer leader"
- capacity building: development of fund-raising/project management skills

Tools will be:

- mini-projects in minority areas of V4 countries
- outdoor experiential education methods: personal/community development
- solution focused coaching for leadership skills
- non-violent communication
- planning, running evaluating concrete social projects

- after training personal/group coaching process via skype for 3 months for selected participants

Participants:

- Age limit: 22+
- Interests:
 - ✓ You are an NGO leader or participating in a management of an NGO
 - ✓ You wish to establish an NGO soon
 - ✓ You are a Roma or minority peer leader (above 18+) and wish to gain more knowledge in an international team of V4
 - ✓ You have work experience as a trainer / social worker / youth worker;
 - ✓ You are open to share your experience;
 - ✓ You like challenges and can participate during the whole training;
 - ✓ You like to meet others interested in this topic;
 - ✓ You speak English at least on basic level – we offer translation for disadvantaged young participants

Roma peer leaders, youth workers, social workers, psychologists who are working with groups of socially unprivileged youth and aim to get a new leadership tool and approach in their life and in their work.

DETAILS:

Date: 21st of August to 30th of August, 2014 (not including travel days)

Place: Galyatető mountain resort, Hungary

Participants: 24 persons from Hungary, Slovakia, Czech Republic, Poland,

Costs: The project is funded by the International Visegrad Fund program, together covering **100%** of all travel fees, as well as all food and accommodation.

There is a participation fee of 50 EUR .

In case of participants coming from less opportunity background and / or unemployed, and the participation fee would be the bottleneck of your participation - please indicate this in your application form. Only for a limited nr. of participants we can give discount on this.

Participants will only need to pay their travel insurance and the participation fee.

How to apply: Fill in the attached Application Form and send it by email to sauer.gizus@elmenyakademia.hu by **24th of July, 2014**. (or earlier)! The organization will make the selection by **30th of July 2014** of who can participate.

If you are selected:

If you are selected for participation by your organization **please sign and scan** your Application Form and send the scanned version by email to sauer.gizus@elmenyademia.hu by 24rd of July (or earlier).

You can then proceed to buy your travel tickets to Galyatető, Hungary according to the Conditions of the Reimbursement. **Please read it!!**

We can only give you back the money if you bring all the invoices and tickets and they have the right data!

| Country | Number of participants (ppl) | Max. 100% travel cost/person (EUR) |
|----------------|------------------------------|------------------------------------|
| Slovakia | 6 | 60 |
| Czech Republic | 6 | 80 |
| Poland | 6 | 120 |
| Hungary | 6 | 20 |

Reimbursement limits per country

- In the EU grant we will receive a certain amount of money for this purpose, which we are not allowed to exceed.
 - Amounts given are for return tickets between your place of living and Galyatető.
 - We reimburse public transport tickets from Budapest or from cities where you change transportation only if they fit into your limit and you bring the invoices of them as well.
 - Do not use TAXI!
 - The IVF program recommend to use **the cheapest and shortest transport** available!
- Thank you!

CONDITIONS OF REIMBURSEMENT

By law and the funding rules of the International Visegrad Fund we need to keep certain administrative procedures. We are asking for your support and cooperation in keeping these rules.

Please make sure that you read and understand the conditions and the procedure.

Conditions of reimbursement:

- Only if you participate in the whole program can you get the reimbursement.
- Save your original tickets and receipts, invoices and all related documents, because you can only get reimbursement for costs of which you can prove the amounts with original tickets and receipts. Only the amount written on the ticket will be reimbursed - that is, if you want your return ticket to be reimbursed, you have to give it to us. We cannot reimburse ticket that you buy after the training.

ALL the following ORIGINAL documents will be needed:

- all your tickets and boarding passes
- invoices of buying your tickets described below
- passport or ID - you can help us a lot by sending a scanned
- version of your ID/passport in email in advance

What is an invoice?

This is a document, signed and stamped by the seller.

It needs to be for the following address as buyer:

Élményakadémia Közhasznú Egyesület

1082 Budapest

Leonardo Da Vinci str. 44/23.

It must contain:

- Élményakadémia name,
- the starting and finishing place
- the date of the of the journey
- the price of the ticket.

Whatever official is your paper, if these data are not on it, you **can not** get it reimbursed!!! Use your name from your passport, no nicknames!

E-tickets:

An e-ticket is NOT an invoice! If necessary, call the airline/train company/etc., explain them the situation and ask them to give you a receipt/invoice with the data given above. If you buy tickets online, take care that you tick the box indicating that you want an invoice, and you fill in the address of Élményakadémia where the invoice has to be sent by the airline company.

Invoices of tickets that you buy in Hungary are called ÁFÁS SZÁMLA (this is how you ask for it)

Reimbursement will be in HUF and it will be done by bank transfer. The exact procedure is described below.

The exchange rate we will use will be cleared up regarding the Visegrad Fund rules, and will be published.

Reimbursement procedure for participants:

1. The amount of the reimbursement will be calculated as follows:

We take the 100% of your travel costs between your hometown and Galyatető, only those costs of which you have the tickets and invoices. From this we will calculate your reimbursement.

In case your costs exceed the limits given below, the maximum amount you can get is your allowed limit. Limits are given below. Based on the receipts you give us, we will exchange your costs into euros and from euros to HUF

2. **You will check the calculation and sign a document** stating that you checked and you accept the amount, the bank account number (only one per country, except Hungarian participants) where it will be transferred and that you agree that the bank costs are covered from it.

3. You will **leave with us all the original documents** that you don't need for your journey home. During the training we will make copies of your documents, so that you can still use your ticket for the way home.

4. You **send us back all the original documents** within 1 week from your arrival home.

5. As soon as we receive all original documents from your country and we finish final

financial report (approximately 3 month after the course ends), we send you your reimbursement by bank transfer. For the bank transfers we need these data from 1 person per country: bank account number, IBAN number, account owner name, bank name and address, SWIFT/BIC code.

Arrivals and departures:

| | | |
|----------------------|-------|---|
| Arrival till | 18:00 | Wednesday 20 th August, 2014 |
| The program starts | 09:00 | Thursday, 21st August, 2014 |
| The program finishes | 22:00 | Saturday, 30th August, 2014 |
| Departure till: | 12:00 | Sunday, 31st August, 2014 |

If you arrive 1-2 days earlier or leave later, please arrange your own accommodation for the extra time.

We are asking you to arrive on the date given above, to the accommodation.

We expect you to participate on the whole training!

It means coming later or leaving earlier is not allowed! We cannot reimburse you if you leave earlier or come later.

Venue:

The training will take place in Galyatető, Hungary, at the **Fogadó a Táncoló Kecskékhez.**



In the accommodation there are 3-4 bed bedrooms with shower.

The address is: Galyatető, Madách u. 7.

website: www.tancolo-kecskek.hu (only in Hungarian, but you can check the photos 😊)

How to get there? Arrange your trip to arrive on time at the arrival day!

Take a flight from your country till Budapest Liszt Ferenc Airport (previously Ferihegy) If you come by bus or train, also use METRO!

Catch the **no. 200E** BUS from the airport till the final stop (which is the metro station) and go with the **BLUE** METRO till **Deák Ferenc tér**! From *Deák Ferenc tér* you change metro line to the **RED** one and go till **Stadionok** station.

ATTENTION! You have to buy a ticket for the vehicles (price: 350 HUF). Use one ticket for the bus and one for the metros (ticket price includes metro transfer)!

At Stadionok station go to the ticket officer at the bus station and ask for a ticket to **Galyatető, Kodály Zoltány Sétány**! Watch out there are buses that go there directly 3 times a day. Time schedule is: 8:15; 13:15; 16:45, and the trip takes two hours.

For travel information visit the following web page:

http://ujmenetrend.cdata.hu/uj_menetrend/en/index.php

Plan your travel at Budapest here: <http://bkv.hu/en/>

What to bring?

We are asking you to bring certain clothes for your physical safety, personal hygiene of yourself and the other members of the group. Take care that you have enough clothes for 10 days of intensive program. We will do exercises outside, also sit on the floor in the program room. There is no washing machine at the accommodation - of course you can hand wash. Please note that the weather in August still can be chilly/rainy so make sure to have enough warm cloth with you. Weather forecast: <http://www.met.hu/idojaras/> <http://www.koponyeg.hu/>

Make sure you bring:

- Comfortable clothes and shoes that can be even dirty (outdoor activities)
- Long sports trousers and sweater/jumper for physical movement
- Boots (that hold your ankle)
- Waterproof coat or jacket
- Hat/cap
- Towel and toiletries
- All personal medication
- Some food and drinks and material to introduce your country to the others

***About adventure education:**

Adventure education uses the world of experience as a classroom, where participants try themselves in adventure activities and challenge, through which they can discover and develop the resources hidden within, so they can learn to better tackle certain problems, such as the question of inclusion and exclusion.

Sleeping outside, or making exercises in the forest and expeditions in the wilderness can all be part of adventure education.

Still, the experience of these programs offers a great deal more than just fun. They offer an opportunity for participants to get to know themselves, each other, learn from the success or failure of certain behaviors, and have a chance to try new behavior in an emotionally safe environment. Adventure education challenges participants, and meeting these challenges develops new tools for coping with problems, self-confidence and endurance. Team adventure activities help build trusting communities, develops communal decision-making skills, leadership skills and tolerance.

About the organizer - Academy of Experience (Hungary):

Academy of Experience public benefit association was founded at the end of 2005 by 12 volunteers, who would like to dedicate their future to the non formal education and development of young and adult people. The objective of the organization is to develop the public and personal skills and attitudes of participants by using so called "outdoor activities", and applying the methodology of experiential education (learning by doing - planning - evaluation). Our organization focuses on increasing the feeling of personal and social responsibilities, sustainable environmental education, helping the development of life-leading skills. Our organization gives the possibility to use the world of experiences as classroom, to discover and develop your hidden resources through real adventures and challenges. More info at: www.elmenyakademia.hu.

Gizus – Gizus Sauer - HUN) is the coordinator of this training. If you have any question do not hesitate to ask her sauer.gizus@elmenyakademia.hu or 0036 30 440 5265.

We are looking forward to meet you soon in Hungary!

Civil Leadership Academy II. team □

website: <http://www.elmenyakademia.hu>

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