

E. one month prior to departure & departure

INFOSHEET

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how to use this form?

This form is about the period one month before the ESC volunteer leaves up till departure. The idea is that you describe all the activities that your organisation executes in this period of the project. You are asked not only to describe your activities, but also to attach all relevant documents that you use as part of your procedures. Think end evaluation forms and evaluation forms for the learning objectives.

Describe who is doing what, when and how for each step.

We identified five different steps that are summarised below:

1. Evaluation: how do you evaluate the second half of the project, the learning objectives of the volunteer, the impact of project activities, the collaboration between partners and the overall project results? Do you use written evaluation forms? Are there meetings with the volunteers and/or partners?
2. Goodbye and ending of the activities: how do you organize the ending of the project for the volunteers and local partners? Is there a formal goodbye?
3. Administration: what administrative steps need to be take place before the volunteer leaves the project? What forms and documents do you use?
4. Practicalities: how does the handover of physical objects and the accommodation take place? Are there rules for cleaning? Do you use checklists? Who is involved in these activities? How are the travel arrangements organized? Who is booking the ticket(s)? How does the volunteer travel to the train station/the airport? Do you allow the volunteer to spend a maximum amount of travel expenses? How do you monitor this? How are possible travel expenses that will be made in the destination country reimbursed? Do you promote traveling by bus and train as opposed to traveling by plane?

how?

what?

who?

when?