

D. midterm of the project

INFOSHEET

H

how to use this form?

This form is about the 2nd to the 6th month after the ESC volunteers arrived in the country where (s)he will volunteer. 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 of evaluation forms, formats for personal projects, or agendas for meetings with volunteers. Describe who is doing what, when and how for each step.

We identified five different steps that are summarised below:

1. Evaluation: do you organize a midterm evaluation? How does it take place and who is involved? How do you archive the results of an evaluation? How do you use the results to improve the quality of your activities? To what extent are the volunteers involved, also in implementing possible changes?
2. Getting the best out of the project: what do you do to optimise the project results, for all involved? How do you make use of volunteers who perform exceptionally well? What do you do to support volunteers who request more support than what is normally provided?
3. Personal projects: are volunteers allowed to do a personal project? How are they facilitated and supported? Who is involved?
4. Active citizenship: how is active citizenship promoted throughout the project? How are volunteers stimulated to be proactive and act as an active citizen? Are there activities organized outside the regular volunteer activities to promote active citizenship?
5. What do you do to optimise the impact of your project activities? Are volunteers involved in setting up strategies to improve impact? Do you organise additional activities to achieve this?

how?

what?

who?

when?