

## EVS Partner Information Form (PIF) of FIVE

Partner organisation	
PIC number	948175583
Full legal name	Fiatalok a Vidékért Egyesület
Acronym	FIVE
Address	Béke út 20.
Country	Hungary
Region	Pest megye
Post code	2131
City	GÖD
website	www.fve.hu
E-mail	mokos.bela@fve.hu
Telephone	+36 30 6295452
Profile	
Type of organistaion	Civil Society Organisation
Is the public organisation a public body?	No
Is the partner organisation a non-profit?	Yes
Accreditation	
Accreditation type	ERAPLUS-EVS-CHARTER
Accreditation reference	2018-1-HU01-KA110-047699
Data for Mandate	
<p>[full official name of partner organisation] <i>[ACRONYM] Fiatalok a Vidékért Egyesület, FIVE</i></p> <p>[official legal status or form]<sup>1</sup> <i>Civil Society Organisation</i></p> <p>[official registration No]<sup>2</sup> <i>13-02-0002578</i></p> <p>[full official address] <i>Béke út 20., 2131 GÖD, Hungary</i></p> <p>[VAT number], <i>18682290-1-13</i></p>	
EVS database link	
<a href="https://europa.eu/youth/volunteering/organisation/948175583_hu">https://europa.eu/youth/volunteering/organisation/948175583_hu</a>	

<sup>1</sup> To be deleted or filled in according to the "Legal Entity" form

<sup>2</sup> To be deleted or filled in according to the "Legal Entity" form

**Please briefly present the partner organisation.**

Fiatalok a Vidékért Egyesület – called FIVE, is an independent, grass root non-profit organisation which aims to offer alternative learning possibilities for youngsters through non-formal activities and active participation to lay the foundation or consider and restructuring their career way.

FIVE was founded in 1999 by agricultural university students attended to rural development and environmental protection specializations. Present time it is a small association with hundreds of youth mobility experiences.

The goal of the association is to offer different intercultural learning opportunities for youngsters live in the countryside to support them creating their own opportunities for their future life and revitalize the community life of rural areas.

Many youngsters have to make a decision about their future profession when they are insufficiently prepared for decision making because of lack of practical experiences. Many of them start formal educational learning process without a clear goal of their professional life therefore later they want to change their educational aims, start from scratch or become unemployed. In this gap FIVE offers them non-formal learning possibilities which is a practical way to escape from their routine, improve their human qualities, develop their self-assessment capabilities to think their goals over and if necessary revise their former career way.

Past and present activities include youth exchange projects, youth workers mobility projects and coordination of receiving EVS projects in close cooperation with an elementary school. In that project we had coordinated receiving EVS projects for 3 years.

**What are the activities and experience of your organisation in the areas relevant for this application.**

FIVE has been taking part in EVS programme as sending organisation since 2001. We have been sending more than 300 EVS volunteers to abroad since 2001 and we coordinated local EVS projects with 8 hosted EVS volunteers in the last 3 years. In 2016 we sent more than 50 EVS volunteers to abroad.

We are experienced in the processes of recruiting, preparing and counselling, mentoring and monitoring, supporting, organising, contact keeping, problem and conflict solving, evaluating and reporting the projects.

Once we record a youngster as interested in EVS we send to him/her info e-mails about the EVS programme, personal selection and application process and invite him/her for the EVS info forum. They can read many useful information about the EVS programme and application process.

On weekly basis we organise EVS info forums for small groups of youngsters as first personal meeting to give them assistance to become EVS volunteers. During the info sessions we explain background information of Erasmus+ and European Voluntary Service programme in general, we speak about the EVS project cycle as a learning tool and prepare them to write their applications. We talk about how to select among receiving organisations, how to use the EVS database and how to choose the most suit projects for themselves.

EVS coordinators of FIVE consults with applicants personally or by e-mail, by phone and by skype conversations.

They can download and use our written EVS tutorials about the know-how of developing an EVS project, formulate a resume and a motivation letter and how to search and select EVS organisations. Altogether we have been developing our own EVS tutorial series which contains 9 chapters at this moment.

Info days are one kind of recruiting process of us. We also operate by our social media site focusing on EVS topics on Facebook to reach youngsters mostly live in the countryside and rural areas where youngsters has no possibilities to find EVS sending organisations nearby. In 2015 we started editing [hoppsza.blog.hu](http://hoppsza.blog.hu) site to promote the EVS and inspire the youngsters by peer EVS volunteers' articles.

Our official website focuses mainly on EVS topics with many special description of the programme details.

We focus our EVS activities on personal development of the participating youngsters due to their personal learning aims. In preparatory phase of the EVS projects we support developing of their self-introducing documents. Through tailor-made counselling the participants learn how to make a creative resume and a motivation letter, how to fill in forms and questionnaires. Sometimes this process takes several months! Very often it is the first time for many youngsters to make his/her first portfolio of self-introducing documents.

Pre-departure trainings are organised and facilitated by the EVS coordinators of FIVE. We regularly invite 3-6 participants one month before starting the EVS activities in abroad. The training takes one day. On the training they can meet a former EVS volunteer and exchange their questions, aims and fears and listen to presentations about the most important topic like insurance, Youthpass learning process, conflict resolution, how to write a blog as DEOR activity, practical arrangements, volunteering agreement, rights and responsibilities and many other topics. Before the training they get our tutorial of preparation of an EVS project and the documents of EVS info pack.

During the service FIVE's EVS coordinators keep the contact with the volunteers permanently, change e-mail, meet on skype and check volunteers' blogs. We always want to know what kind of personal development is going on in the project.

Just before and after starting the EVS activities in abroad and mid-term of the EVS activities and of course just after return to Hungary our EVS volunteers fill in a questionnaire about evaluation the relevant phase the EVS project. During the EVS activities in case of difficulties, obstacles or conflict we give advices, support, stand by and fight for his/her rights due to EVS Info Pack, especially 'What to expect from EVS' document.

Contact keeping is also important with the hosting organisation. FIVE's EVS coordinators pass the participant's personal learning aims directly to the mentor at the beginning of the service.

We involve all of our participants into a closed Facebook group as an online platform, moderate their conversations and exchange of good practices and advices to each other and share useful and interesting posts, videos and blog articles with them.

We set up an EVS related blog at [hoppsza.blog.hu](http://hoppsza.blog.hu) so called Hoppsza. The main aim is giving inspiration the present and future EVS volunteers through sharing experiences and result of on-going EVS projects. EVS coordinators of FIVE and our former and present EVS volunteers are the editors of this special blog site. The best blog articles of EVS participants are reviewed by Hoppsza and shared by our Facebook site 'EVS önkéntesek' for the wider audience.

Within a month after arrival to home one of the EVS coordinator organises an individual debriefing with the EVS volunteer. Many of them are involved in pre-departure trainings and EVS info days where they can share their EVS experiences with newcomers.

**Please give information on the key/staff persons involved in this application and on the competences and previous experience that they will bring into the project.**

FIVE has got 2 employed and well-experienced staff work directly on the field of EVS as EVS coordinators since 2014. They coordinate the whole process of EVS sending.

Mr. Béla MOKOS, one of them, is responsible for recruitment process, promoting EVS opportunities, organizing EVS info days, sharing basic information about the EVS process by e-mails, support interested young people by group and personal counselling, develop the EVS tutorials and pre-select the participants. He develops and upgrades FIVE's website, adds new posts to our Facebook site and edits our EVS related blog 'Hoppsza'. He is responsible for partnership building with EVS organizations, financial and administrative tasks of EVS projects and upgrading the EVS accreditation of FIVE.

Mrs. Eszter ZAKAR, EVS coordinator, is in charge for supporting and monitoring the ongoing EVS projects from preparation to final evaluation. She keeps the contact both with volunteers, mentors, receiving and

coordinating organisations and support making a learning plan for EVS service focused on Youthpass process. She organizes and facilitates pre-departure trainings for participants and responsible of evaluation during voluntary service and after homecoming with the volunteers. She manages some kind of practicalities like enrolling insurance, support organizing international traveling, following the volunteers' personal blog sites, preparing the internal agreements among the project partners.

#### Legal Representative

Title	Mr.
Gender	male
First Name	Béla
Family Name	Mokos
Department	-
Position	president
Email	mokos.bela@fve.hu
Telephone	+36 30 629 5452

#### Contact person

Title	Mrs
Gender	female
First Name	Eszter
Family Name	Zakar
Department	-
Position	EVS coordinator
Email	zakar.eszter@fve.hu
Telephone	+36 70 940 5982

#### How does FIVE pre-select volunteers?

Every month around 40 Hungarian youngsters make a contact to FIVE getting a chance for an EVS project in Europe. In recruitment phase of EVS, several months before departure, every applicant has to fill in a questionnaire about general, professional and linguistic competences, motivational background why s/he would like to become a volunteer in abroad, present status, activity fields, and desired voluntary work, thematic field, country and language.

4 times a months we invite all of them for EVS info days. It is about the overall aims of Erasmus+ program, EVS project and learning cycle and know-how of getting an EVS position in abroad. EVS coordinators of FIVE presents these topics for a group of 4-7 people. In rest of pre-selection phase FIVE supports only youngsters who took part in EVS info meetings. Process of personal meeting

reduces the number of inquiring youngsters.

Next step we focus on personal counselling during development their CV and motivation letter, searching and communicating with hosting organisations and preparing themselves for an interview. It is also supported by a tutorial written by FIVE's EVS coordinators. It is a getting-to-know-each-other process about candidates' background, competences, future plans and learning aims. Stage by stage of selection process by hosting organisations our EVS coordinators exactly know what is going on with our candidates because candidates are in close contact and inform us about every steps of progress.

Challenge of applying for EVS positions further reduces the number of candidates. FIVE gives the chance and support for every youngsters but if someone can't pass these tasks and steps or not enough co-operative we don't give sending organisational support for him/her. This is our way of pre-selecting youngsters for EVS. The advantage of this way when the selection process is finished preparation of volunteers on the sending side has already started.

EVS coordinators of FIVE provide background and supportive information about EVS program by publishing tutorials, posting EVS news on our Facebook site, give reviews of new posts of our blogger participants and share detailed description about EVS programme on our website. We also provide written tutorials about the selection process, countries and duration of EVS, target group of EVS, process of finding sending and hosting organisations, deadlines, EVS topics, financial support of Erasmus+ programme.

We prefer giving a short characterization about our shortlisted candidates before the final selection by the hosting organisation. We believe that it could give a strong base of project partnership once the partners make their common decision about candidates.

All of our pre-selected candidates are well-informed about Erasmus+ programme especially about EVS, personally known, has a fair level of English, realized his/her learning aims, know exactly what to expect from EVS, and fulfilled the needed tasks in time to have a chance for selection.

#### What kind of pre-departure preparation does FIVE provide the volunteer with?

Around four weeks before departure FIVE organises one day training course for the group of 3-5 volunteers.

Thematic areas of our pre-departure training are

##### **A. Learning process and Youthpass: presentation**

- The importance and usefulness of getting a Youthpass Certificate
- Review of key competences
- The system of EVS training cycle
- About learning in general (formal and non-formal, knowledge, experience, competences, attitude)

**Discovering the personal learning aims (interview):** Volunteer makes his/her plan of personal learning for the voluntary service. During the training participants present their own learning aims in a group and share their plan. It is also shared with the mentor by e-mail before volunteer's departure. It shows for every EVS actors what the learning expectations of the volunteer are to realise the learning aims during the voluntary service. Here you can review the main thematic fields:

- Why would you like to be an EVS volunteer? (motivational background)

- Personal route from the past to voluntary service.
- Hobbies/interests/practical competences and their practice during the service.
- Expected learning outcomes (knowledge, experience, competences, and attitude).
- Imaginative impact of EVS for future life of the volunteer.
- What to achieve with EVS project and how?
- Personal EVS challenges.
- Fears and doubts.

**B. INFO Pack: presentation**

- EVS charter: role of EVS organisations. What to expect from different actors.
- What to expect from EVS: what can be expected in general terms before, during and after the service period
- European Youth card
- EVS insurance: Talking about typical health problems and how to solve them.

**C. Intercultural preparation (discussion in a small group)**

- Meaning of intercultural learning and ongoing intercultural learning process in EVS.
- How does the volunteer cope with the personal challenges: being in a foreign country, intercultural aspects?
- Expectation and concerns about the volunteering, homesickness etc., how to deal with personal problems in the host country?
- How to avoid stereotypes and racism and intercultural misunderstandings?
- What is the European Idea about and what is European Identity?
- Hungarian culture: What could the volunteer put in his/her cultural backpack to introduce Hungary?
- One of the ex-volunteers represent his/her cultural shock, illustrate voluntary service reality and share personal experiences.

**D. Practical and technical information (presentation)**

- Philosophy & goals of EVS, the concept of volunteering and its place within Erasmus+ Programme.
- Concept of European Voluntary Service Programme.
- Life cycle of an EVS project.
- Contents and elements of the learning agreement.
- Practicalities: financial rules, pocket money, working hours and days, days off and national holidays, accommodation, catering, local transport.
- Visa (if needed), resident permit and legal status in abroad. Voluntary status by law in Hungary.
- Preparation of international travelling.
- Rules for volunteer's safety.
- Guidance and hints on crisis management and steps to take in conflict management.
- Expected contact keeping with SO during voluntary service in abroad.
- Evaluation methods and steps: reports, forms and deadlines.

**E. DEOR activities by the volunteer (talking in a small group and changing of good practices)**

It is a talking in a small group about a personal pledge of dissemination. It could be an online blog, Facebook site or photo album, a short movie and so on. To give positive examples we present the former volunteers' blogs or other outcomes or products. How to write a (good, respectful) blog?

Pre-departure training is organised by the EVS coordinators of FIVE, Eszter Zakar and Béla Mokos. We always involve personally one ex-EVS volunteer into the preparatory phase and give a chance for the participants to ask her/him about the experiences.

## What kind of support does FIVE give after homecoming?

### Individual debriefing

Within a month after arrival to home one of the EVS coordinator of FIVE as the contact keeper of the EVS project organises an individual debriefing with the EVS volunteer.

Thematic areas of individual debriefing are

- oral project presentation and evaluation of personal development;
- providing advice for possible further improvement of the learned experiences;
- providing information on possibilities after EVS;
- assessment of intercultural understanding and learning;
- providing individual support developing personal CV portfolios to step forward in career;
- preparation for the group evaluation training course. Document the outcomes of your project: this can include both visible (e.g. photos, videos, a blog, products) and invisible results (e.g. learning points, conclusions, recommendations, methods used during the activity).
- We provide sending organisation's answers for the questions of the final beneficiary report.

### Sharing of projects' results by the sending organisation.

We deeply involve the EVS volunteers into dissemination process during the EVS project. Many of them edit a personal blog or send articles for publishing it in FIVE's blog focused on EVS (URL: [hoppsza.blog.hu](http://hoppsza.blog.hu)). We spread most of blog entries by our Facebook site.

We actuate a facebook site specialized for youngsters who are interested in EVS programme: [www.facebook.com/evs.program](https://www.facebook.com/evs.program). The language of that is Hungarian, so it is targeted Hungarian youngsters between 18 and 30 years old. At the moment this site has near 5000 followers. Once a post is published on this site around 3000 users see it, and 1000 users click on the post in general. A link to our organisation's website is added to every post in our Facebook site. If someone interested in EVS only one click is enough to visit our official website. We regularly publish posts on this site about free EVS placements in Europe, and share reports about EVS projects under implementation or in followed-up phase or republish EVS blog posts on Facebook.

In pre-departure training we prepare the participant to set up a personal EVS related blog and write articles about very different aspects of his/her the EVS project. Once the volunteer created his/her personal blog about EVS and informed us about this fact, we republish the URL on our website (<http://fve.hu/blog.html>) which is frequented by youngsters interested in EVS. Our EVS coordinators regularly review the personal EVS blogs of the participants and they select the best articles for republishing them on Hoppsza.

Hoppsza is the official EVS blog of FIVE ([hoppsza.blog.hu](http://hoppsza.blog.hu)) The main aim of this blog is giving inspiration the present and future EVS volunteers through sharing experiences and results of on-going EVS projects. EVS coordinators of FIVE and our former and present EVS volunteers are the editors of this special blog site. Target group of Hoppsza is youngsters aged between 17 and 30 years old. Every month we publish or republish 3-4 articles altogether.

In normal case in your EVS project you can count on a personal EVS blog on behalf of the volunteer and one or two republished articles on Hoppsza during the EVS project.

In follow-up phase of the project we involve the EVS volunteer to take part in one of our EVS info day or pre-departure training and share his/her personal experiences about EVS. Only a few youngsters

take part in every EVS info day or training so this meeting among youngsters and the EVS volunteer could be very friendly and they can ask questions and get the prompt answer for them.