

**STANDARD WEEK OF EUROPEAN VOLUNTARY SERVICE TIMETABLE**

Activity n°	A1 European Voluntary Service - Programme Countries							
	Sending organisation		Receiving organisation		Coordinating Organisation		EVS Activity Dates	
Flow n°	Name	PIC number	Name	PIC number	Name	PIC number	From	To
1	Associazione di Promozione Sociale Futuro Digitale	949176429	ALPY vzw	941605870	ALPY vzw	941605870	01/09/16	30/06/16
2	Imágenes y Palabras, Cultural Association	948810351	ALPY vzw	941605871	ALPY vzw	941605871	01/09/16	30/06/16

For additional EVS activities, please copy the above rows

Working hours		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
(MORNING)								
Starting time	Ending time	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities
<b>8:30</b>	<b>10:30</b>	<b>FREE</b>	<b>Office work on Entrepreneurship and Project Management</b>	<b>Evaluation, Monitoring and Reflections</b>	<b>Personal Development: green(self-)employment</b>	<b>Office work on Communication &amp; Sensitization: Informing others</b>	<b>FREE</b>	<b>FREE</b>
			First stage: preparation of a personal project: - research of good practices - defining objectives and outcomes - developing partnerships ...	Regarding to the needs there will be organized every week one of these activities: - Individual reflections - Preparations of meetings - Group evaluations - Group reflections - Monitoring of activities and projects	Regarding to the needs and the project objectives the volunteer will have the possibility to choose every week for one of these activities: - self-study - trainings, seminars, conferences - coaching sessions - study visits - observations in partner organizations ...	Possible tasks: - research of good practices and communication about it - updating project information - updating news about projects and policies in the mountains - developing communication materials - communication and dissemination about Erasmus+ ...		
			Second stage: tasks regarding to the realization, evaluation and dissemination of the project: - developing outputs - interviews and surveys - writing reports/education material/... - organizing events/school visits/... - meetings with partners - analyzes, monitoring and evaluation					
<b>10:30</b>	<b>11:00</b>		<b>Coffeebreak</b>	<b>Coffeebreak</b>		<b>Coffeebreak</b>		
<b>11:00</b>	<b>13:00</b>		<b>Office work on Entrepreneurship and Project Management</b>	<b>Personal Development: green lifestyle</b>		<b>Office work on Communication &amp; Sensitization: Activating others</b>	<b>Extern Sensitization, Networking and Intercultural Exchange</b>	
			Inside or outside biological cooking teambuilding: - getting to know different technics of preparing and conserving biological food (for example making jam in autumn, making traditional bread,...) - practicing ecological cooking			Possible tasks: - preparation of activities, school visits, events and markets with the focus on reaching and involving local (unemployed) youth - communication about running projects and activities - developing communication materials - communication and dissemination about Erasmus+ .	Support and participation in local and national markets, event, seminars, workshops, study visits and/or conferences	
(AFTERNOON)								
Starting time	Ending time	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities
<b>13:00</b>	<b>14:00</b>		<b>Lunch at ALPY</b>	<b>Lunch at ALPY</b>	<b>Outdoor Lunch</b>	<b>Lunch at ALPY</b>	<b>Lunch at the event</b>	

14:00	16:00	FREE	<b>Communication and Networking</b>	FREE	<b>Language Training</b>	<b>Teammeeting</b>	<b>Extern Sensitization, Networking and Intercultural Exchange</b>	FREE
			Communication (mail, social media, skype, telephone, face to face,...) with volunteers, partners, target group,... regarding to the personal project and the running sensibilisation campaigns/activities/partnerships		First month: Online Language Training	evaluation of the week, reporting results	Support and participation in local and national markets, event, seminars, workshops, study visits and conferences	
					Next months: Conversation Classes in the organisation "Huis van Nederlands"	planning of the week, selecting activities and dividing responsibilities		
16:00	17:30		<b>Personal Development: green lifestyle</b>		FREE	FREE	<b>Personal Development: green lifestyle</b>	
		Inside or outside agriculture teambuilding (in winter this will be replaced by a sport or art activity): - getting to know and practicing permaculture principles in the garden (working around herbs, vegetables, composting, water collection, animals,...) - collecting and recognising fruits,herbs,mushrooms in nature ...	Inside or outside sport or art individual activity or teambuilding: - ceramics, pottery, natural painting - photography, videomaking - recycling and upcycling - walking or biking in the parc - yoga session ...					
			<b>Mentor-Volunteer Meeting</b>					
17:30	18:30							
<i>(EVENING)</i>								
Starting time	Ending time	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities	Description of foreseen activities
18:30	19:30	FREE				<b>Diner Out</b>		FREE
19:30	22:00		<b>Extern Sensitization, Networking and Intercultural Exchange</b>			<b>Personal Development: european citizenship and intercultural meeting</b>		
			Support and participation in a Presentation, Workshop or Film Evening,...			Intercultural Meeting with locals and students in Gent: once a month with the organisation "Djambo", once with "ALPY" and twice a month with the organisation "Samen Gentenaar" of Hogeschool Gent		

For additional standard week timetables, please copy the above rows below