



HANDY HANDBOOK

the handbook for trainers for meetings with schools

-in the framework of the “Future Active Citizens: volunteering as an exercise of democracy” project-

What is our handy handbook?	2
“Future Active Citizens: volunteering as an exercise of democracy” project	3
Draft of the project	5
Definitions	6
Meeting methodology and the role of the trainers	8
“Discover a new world. Volunteer!”, Student Video Contest – Official Rules	9
Video Publishing consent form	11
Active Citizenship Network	12

With the support of the “Europe for citizens programme” of the European Union



Europe for Citizens
Programme

and Education, Audiovisual and Culture Executive Agency



"This project has been funded with support from the European Commission. This publication reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein."

What is our handy handbook?

The **handy handbook** is the collection of information, instructions and tips for trainers who will meet students at the high schools who are participating in the project "Future Active Citizens: volunteering as an exercise of democracy".

This document reports the outcome of the November 28 seminar "A common definition of volunteering", attended by 28 European civic associations (including 1 project partner and 3 voluntary associations from each of the 7 countries involved) and of the subsequent partners' meetings that took place on November 29th and 30th, 2011 and was attended by the 7 project partners. These events have defined the concepts that must be conveyed to the students and have identified the working methodologies aimed at addressing one of the most important project activities: meeting students at schools.

It is essential that all those who begin reading this handbook, understand the importance of the information contained and distinguish the tips (such as proposed methodologies) from the information that must be conveyed to students (concepts definitions, content etc.).

As this is a European project that involves 7 countries, the desire of each individual involved to personalize the information and identify the best way to communicate to young people at schools is completely understandable. However, it is also important for each trainer to ensure all students have received the same information and "content tools" so that they can participate fairly in the proposed video contest on volunteerism.

Thus, to sum up, we are providing you with:

- definitions
- important information students must know
- support tips for trainers on how to structure a meeting. Trainers are free to choose the way of performing the content, while ensuring the information required above is provided.

In addition, the handy handbook includes a detailed description of the project (helpful for a trainer who will have to mention it during introduction) and a brief contextualization of it within the European Year of Volunteering.

The handbook summarises the process that led us during the seminar as we identified the characteristics of volunteering common to all countries involved.. As a result we were able to find a common definition of volunteering which all the participating countries agreed, met the needs of our project.

Finally we will present the video contest and will give you all the technical information students may need to make their videos.

Good luck and keep up the good work!

Antonella Nalli

"Future Active Citizenship: volunteering as an exercise of democracy" project manager

“Future Active Citizens: volunteering as an exercise of democracy” project

“Future Active Citizens: volunteering as an exercise of democracy” (FAC) project was created within the “Europe for citizens 2007-2013” program, established by the European Parliament and the European Council to support a wide range of activities and organizations that promote active European citizenship, that is citizens’ and organizations’ involvement in civil society.

(<http://ec.europa.eu/citizenship/>)

In this context, the main objective of the FAC (www.activecitizenship.net) is to stimulate young Europeans’ desire to become active citizens informing them about the meaning and tangible voluntary activities basing on civic and voluntary associations’ experience.

Grounded on a partnership of 7 European countries, the project has been designed for future European citizens, who will hopefully play an active role on the community social scene. Thus, high school students, namely 16 and 17 years old adolescents, can experience an activity with a European dimension, matching their skills and knowledge against their peers from other countries. The idea of the project is to offer European students a transnational European perspective that overcomes geographic, cultural and linguistic features of each partner country.

European students will take part in informal training in volunteering, enriched by their participation in a video contest fostering intercultural exchange.

The winning team will enjoy a 3-day stay in one of the European capitals and will participate at the final event, organized by one of the project partners, in order to take part in a debate at European level and to present the winning video.

Within the European Year of Volunteering - 2011- (http://ec.europa.eu/citizenship/european-year-of-volunteering/index_en.htm), ACN’s project promotes volunteering as a form of civic activism and introduces concepts, crucial for the United Europe, such as active citizenship, civic activism, civic participation and participatory democracy.

Each of 7 countries is represented by 1 project partner association and 3 voluntary associations.

Below is the list of associations involved:

1. Austria

- partner association: *The World of NGOs*, www.ngo.at
- voluntary association: *Light for the world*, www.light-for-the-world.org
- voluntary association: *Kinderhospiz netz*, www.kinderhospiz.at
- voluntary association: *Association pour la Réinsertion Sociale des Déshérités*, www.apred.net

2. Germany

- partner association: *Bundesnetzwerk Bürgerschaftliches Engagement*, www.b-b-e.de
- voluntary association: *Deutsche Gesellschaft für Demokratiepädagogik e.V.*, www.degede.de
- voluntary association: *Bundesvereinigung Kulturelle Jugendbildung*, www.bkj.de
- voluntary association: *Bürgerhaus Bennohaus e. V.*, www.bennohaus.org

3. Italy

- partner association: *Cittadinanzattiva*, www.cittadinanzattiva.it
- voluntary association: *Federconsumatori*, www.federconsumatori.it
- voluntary association: *Associazione Andrea Tudisco onlus*, www.assandreatudisco.org
- voluntary association: *Assemblea “Roma Centro” Cittadinanzattiva*
- voluntary association: *Associazione Sant’Onofrio*

4. Slovakia

- partner association: *Spoločnosť ochrany spotrebiteľov*, www.sospotrebitelev.sk
- voluntary association: *Nádej*
- voluntary association: *Dobrá cesta*, www.dobracesta.sk
- voluntary association: *Priatel'ia zvierat*, www.priateliazvierat.sk

5. Slovenia

- partner association: *Zavod Nefiks*, www.talentiran.si
- voluntary association: *Društvo za razvijanje prostovoljnega dela Novo mesto*, www.drpdnm.si
- voluntary association: *Zavod za mladino*, www.zam.si
- voluntary association: *Društvo Mladinski ceh*, www.ceh.si

6. Romania

- partner association: *Fundatia PACT*, www.fundatiapact.ro
- voluntary association: *Pro Vobis*, www.provobis.ro
- voluntary association: *Save the Children Romania*, www.salvaticopiii.ro
- voluntary association: *New Horizons Foundation*, www.noi-orizonturi.ro

7. United Kingdom

- partner association: *Rutland Citizens Advice Bureau*, www.rutlandcab.org.uk
- voluntary association: *Age UK*, www.ageuk.org.uk
- voluntary association: *The Peter Le Marchant Trust*, www.peterlemarchanttrust.co.uk
- voluntary association: *National Association of Citizens Advice Bureau*, www.citizensadvice.org.uk

It is of utmost importance that everyone involved in this project (partners, voluntary associations, trainers, students, teachers, etc.) understands perfectly the European dimension and scope of the project. It is the work of the network of associations, not an isolated activity of a single association in a single country. The students are becoming young European citizens and the voluntary sector is the shared European value to all intents and purposes.

Every partner association will involve 5 high schools in the project and will organize 2 meetings with one class in every of them. Since the classes consist of 25 students on average, 125 students per country and 875 students in total will be involved in the project.

The two meetings with students are aimed at informal training based on the experience of voluntary organizations' representatives and on the participation in the video contest on volunteering.

Therefore, the activities to be carried out with students are following:

- two 2-hour meetings in every participating school (10 meetings in each partner country in total)
- 1 video contest.

We ask you to document meetings with students at schools by photos or in any other way you consider appropriate.

In order to facilitate presentation of the project at meetings, we will provide you with a PowerPoint presentation that may be used when deemed appropriate and with a promotional video to introduce the video contest.

Draft of the project

Future Active Citizens: volunteering as an exercise of democracy

The main objective of the project “Future Active Citizens: volunteering as an experience of democracy” is to raise young Europeans' desire to become active citizens, informing them about the meaning and the practice of volunteering, based on the experience of civic and voluntary organisations. The project allows voluntary organizations to develop a better understanding of their action in a European framework as well as lets teachers to experiment with a new form of informal learning.

The project is divided into three phases:

1. INCREASE OF KNOWLEDGE of volunteering, active citizenship and civic participation in Europe through:
 - a survey on volunteering, based on existing European studies
 - a seminar that involves about 30 civic organisations from 7 EU Member States, aimed at discussing the survey results and the situation of volunteering in Europe (especially in participating countries) as well as at determining a common definition of volunteering to be used as a reference point within the project.

2. RAISING students' AWARENESS about concepts and practice of volunteering by following activities:
 - training/awareness raising meetings in 5 different schools/classes (two 2-hour meetings with each class)
 - video contest. Students will be invited to create a video illustrating the concept and/or practice of volunteering in their country. The winners will be rewarded with the possibility to participate in a European event, organised by one of the project partners.
The videos:
 - can produced by recording with camera or smartphone or by using animation techniques or visual effects;
 - must be 60-120 secs. long;
 - must be silent or in English.

3. DISSEMINATION
 - creation of a webpage in 6 languages dedicated to the project and all the videos created by students;
 - creation of a promotional video on voluntarism to be used for project presentation at the meetings as well as an example for the contest;
 - creation and mailing of an animated e-card in order to invite at least 3.000 people in each country to vote for the best video;
 - production and dissemination of about 600 DVD (125 per country) containing all the videos;
 - celebration of awarding the winning team in the framework of a European event, organised by one of the partners.

Time line for activities:

- from 23 Jan – to 10 Apr 2012 → meetings with schools
- by 15 Apr 2012 → publication of all the videos on ACN web site
- from 16 Apr – to 15 May 2012 → voting
- 16 Apr 2012 → dispatch of the postcard to invite to the rated
- 16 May 2012 → proclamation of the winning team
- 1 Oct – 30 Dec 2012 → award ceremony

Definitions

The main goal of this project is to introduce volunteering and volunteers to the students, showing positively some volunteer activities. The ideal thing would be to present volunteers as ordinary people in order to let students understand that everyone can be a volunteer. In this way, we will encourage them to visit participating associations or at least we will excite their curiosity. Students should be introduced to the social and personal benefits of volunteering.

As it is an international project, students should become aware of the common features of this phenomenon in all involved countries, contextualizing it at European level.

However we need to discuss 3 fundamental concepts with them first with a view to define the volunteering and fully understand its meaning:

Civic participation: *citizens' involvement in public life.*

Volunteering is a vital tool for awaking consciousness of the European and national communities. It has contributed to building of widespread solidarity, an essential element of a good democracy. Hence volunteering is a form of civic participation to all effects.

Participatory democracy: *citizens' inclusion in institutions' activities aimed at giving shape to public policy.*

Active citizenship: *self-organization of citizens in a multiplicity of forms and motivations to exercise powers and responsibilities in the public arena with the aim of protecting rights, taking care of common goods and empower citizens.*

Volunteering is one of the key elements of active citizenship since it strengthens social cohesion and develops democracy.

To assist young Europeans in learning about volunteering means to foster active citizenship in Europe giving an opportunity to new generations to contribute and to play a leading role in the society which today hinders their leadership by its profound changes.

Volunteering: *all types of activities undertaken by a person's free will and performed within organizations/associations without concern for financial gain. These activities contribute to realization for common good and bring added value to European democracy.*

We ask you to keep to this definition as it is the collective work result.

In a bid to explain this concept you may use examples and stories, and you should address different aspects:

- WHO:
 - who is a volunteer and who can become a volunteer
- HOW:
 - how to become a volunteer
- WHAT:
 - what are the volunteer activities generally and in our community
 - what kind of preparation does one need to become a volunteer
 - what is the compensation for one's activities
- HOW MUCH:
 - how much time should one dedicate to volunteering
- WHY: why would you like to become a volunteer (benefits):
 - to acquire knowledge, skills and experience

- to increase your employability
- to have more friends
- to grow personally and to have more respect for yourself
- to change things and things will change your life – so to contribute to society development
- volunteering may provide travelling, so you will have possibility to discover Europe and the world
- volunteering is a good way to learn social history and to overlap an intergenerational gap

Meeting methodology and the role of the trainers

As mentioned above, the methodology presented in this paragraph is only a suggestion to be used if deemed appropriate. It was thought out in order to connect logically all the issues that have to be addressed during two meetings. Trainers are certainly free to hold meetings in the way they consider appropriate ensuring however all the points proposed below are discussed.

First day meeting

- presentation of the project + the European year of volunteering
- definition of volunteering + volunteering as civic activism and as part of European democracy (based on definition elaborated during the seminar and on the experience of voluntary organisations involved)
- motivating students: presentation of promotional video mentioning the video contest and the award

Second day meeting

- recap of the concept of volunteering and of its benefits
- introduction of voluntary organisations
- presentation of the video contest and of its guidelines
- description of the award.

The organization of these meetings depends entirely on you, on the resources at your disposal and on willingness of the school.

The best thing to do is to try to motivate students, to involve them and to make them aware of uniqueness of this project and of possibilities it presents.

It would be great if students could be placed in a circle or around a horseshoe table rather than at their desks in rows so as to create an informal environment and to enable everyone to speak. It is important to interact and listen to what they think and to answer their questions. Students should not feel constrained to attend this "informal lesson" of civic education. They should understand what is presented to them is an opportunity!

Your role as a trainer is essential!

“Discover a new world. Volunteer!”

Student Video Contest – Official Rules

In the framework of the project “Future Active Citizens: volunteering as an exercise of democracy”

OFFICIAL RULES

In the framework of the project “Future Active Citizenship: volunteering as an exercise of democracy”, supported by the EU’s programme **Europe for citizens**, the video contest “**Discover a new world. Volunteer!**” (“Contest”) is designed to give European students the opportunity to submit videos of their own creation on volunteering.

Contest dates

- **Submission phase:** by midnight Rome time on April 15th, 2012
Students must upload their videos on www.wetransfer.com and send them to: contest2012@activecitizenship.net.
- **Voting phase:** from April 16th till midnight Rome time on May 15th, 2012
- **Winner announcement:** on May 16th, 2012
- **Awards Ceremony** will take place between October 1st and December 30th, 2012.

Agreement to official rules

By participating in the Contest students fully accept these Official Rules and the decisions of Active Citizenship Network. The award of the prize is contingent upon the team of students complying with all conditions and fulfilling all requirements set forth herein.

Eligibility:

A degree of skill is required to win. During the submission phase, go to the website www.activecitizenship.net and follow the instructions to submit an original video that will show your creativeness. The video must comply with the following requirements to be eligible:

- **a team:**
 - a student team may consist of a minimum of 2 up to a maximum of 4 students
 - each class may have several teams of students
 - each student may be a participant of one team only
 - each team may submit one video only
 - each participating team must notify to national partner contact person (provide name and email) and to the project coordinator Antonella Nalli (a.nalli@activecitizenship.net) with details of participants’ names and surnames, school, country, a team name and a title of the video.
- **a video:**
 - must be an original work of a student team
 - must be 60-120 seconds long
 - must be submitted in one of the following formats: MPEG, AVI, WMV or QuickTime/MOV
 - may be silent, in English or in national language with English subtitles
 - must not have won previous awards and not have been published previously
 - must not infringe upon the rights of any third party, including, without limitation, copyright, trademark, and rights of publicity and/or privacy
 - must be suitable for publication and not be violent, immoral, offensive, illegal, pornographic, obscene, indecent or similarly inappropriate
 - may not include the likenesses of any identifiable person other than the student team, unless written permission is obtained by the third party
 - may not be published directly on students’ facebook profiles. The project page link may be transmitted to others in order to receive as many votes as possible (voting must be on this webpage).

Awarding:

The video with most votes will win the Contest.

On May 16th, 2012 the winner will be officially announced on the ACN's website and by formal notification to the school of the winning team.

Upon return from summer vacations the winning team will be offered a list of events to be held by project partners between October 1st and December 30th, 2012 in their countries. The winning team may choose the event in which to participate and spend 2 days in that European Capital, accompanied by their teacher. The winning video will be viewed during the event and the winning team will be able to speak about their filmmaking experience.

In addition, each class that attended the training meetings will receive a CD collection of all the videos that have participated in the Contest.

Enjoy your creative work!

“Discover a new world. Volunteer!”

Video Publishing Consent Form

In the frame work of the project “Future Active Citizens: volunteering as an exercise of democracy”

I hereby permit that I/my son or daughter may be filmed during their participation in “Discover a new world. Volunteer!” student video contest.

I also herewith agree that the videos can be used by Active Citizenship Network – Cittadinanzattigva onlus and its partner organisations within the project *Future Active Citizens: volunteering as an exercise of democracy* and will be made available to the school.

Last name, first name

1. _____

2. _____

3. _____

(4.) _____

School and country: _____

Date of birth (only by students under legal age):

1. _____

2. _____

3. _____

(4.) _____

Place, Date, Signature (for students under legal age: signature of a parent or legal guardian)

1. _____

2. _____

3. _____

(4.) _____

Active Citizenship Network

Active Citizenship Network (ACN) was initiated in December 2001 as the European and international interface of the Italian civic participation organisation **Cittadinanzattiva** (Active Citizenship).

ACN is a flexible network of European civic organizations which are involved as partners in its different projects, addressed to **encourage active participation of citizens in European policy-making**. ACN mirrors Cittadinanzattiva's Italian policies, such as health, corporate social responsibility, education and training at the global level.

ACN's mission is to promote and support the construction of the European citizenship as an "active citizenship" which means the exercise of citizens' powers and responsibilities in policy-making.

ACN recognizes the prior role of national and local civic organizations in this process and advocates enrichment of the European Union subsidiarity concept by strengthening the relationship between institutions and citizens, so that institutions favour free initiative of citizens, both individuals and organizations, in carrying out activities directed towards the common good.

Active Citizenship Network is distinguished by:

- **No Brussels headquarters.** ACN does not have an office in Brussels. Its activities are developed basically through internet and through meetings in different European countries. This method allows the network to be more in touch with needs and aspirations of European citizens.
- **Partners in projects.** ACN does not have a permanent nor formal membership. Instead it is a flexible network. Organizations interested in ACN's activities can participate as partners in projects.
- **Priority to nationally based organizations.** The main target of ACN are national and local citizens' organizations which are the most important, but usually the less recognised and therefore the less involved in European politics.
- **New Europe, not the EU.** ACN makes no distinction between citizens' organizations from EU member states and candidate countries. ACN's projects are usually directed to all the New Europe countries.
- **Global approach to civic activism.** For ACN all citizens' organizations are relevant, no matter of their juridical status, size, form and field of activity. Therefore ACN promotes the participation of all types of citizens' organizations in its projects.
- **English as a working language.** In order to facilitate communication and co-operation between all partners, ACN has adopted English as its working language.