



Dear volunteer,

This logbook was drafted by the participants of the Training Course "Bringing Additional Value to our EVS Project", organized by Solidarity Tracks Organization, based in Lefkas, Greece, and supported by European Commission's Youth in Action Programme and the Greek Youth and Lifelong Learning Foundation. Our main aim was to help you, to follow, to evaluate and to keep track of your project.

Feel free to personalize it, starting from creating your own cover and binding it with threads. While you are using it, you can draw, you can change the order of the pages, you can add pictures, collages, you can express yourself in any ways you find it helpful.

Above all, we hope you will enjoy the process and create something close to your heart!

We wish you a successful "EVS" project.  
Yours Sincerely,  
Mohamed Chaabouni  
Project coordinator at Solidarity Tracks



Let's start with you! In the core of the sun you can add your picture or draw any symbol that identifies you. How about using the rays to include more elements that are part of who you are.

Use the corner of each page to draw an emoticon and create your own animation that shows your feelings during the EVS project.



# Details of my project



Name of my EVS project

Reference number of my project

My volunteering will last

Description of my project in keywords



What do I know about my host organization:



## Contacts

### My new address



### EVS contacts

Sending Organization  
Hosting Organization  
Coordinator

Mentor  
Volunteers  
NGO Staff  
National agency  
Local Community

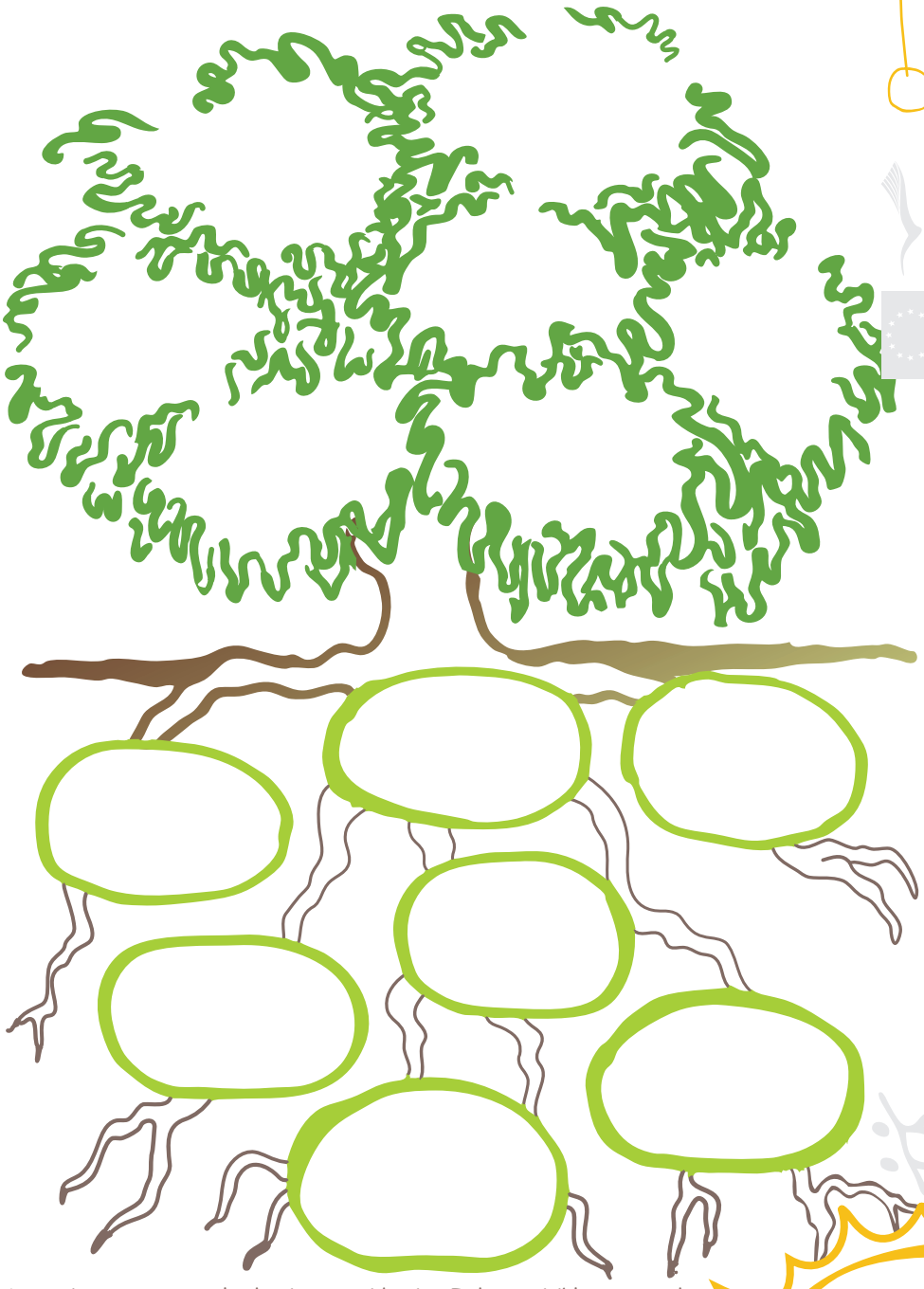
### Services

AXA insurance  
Embassy  
Ambulance  
Police  
Fire Department  
Bank  
Post Office

### Friends

### Other





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A tree is a great example showing ones identity. It has a visible part on the surface and a hidden part below it. Think of who you are at this preparation stage of your project and write down your visible (physical features, tastes in arts, music, movies, dressing, games, cooking, etc) in the tree and invisible characteristics (body language, fears, habits, gender roles, handling emotions social/personal relationships, work style, etc) in the roots



# Prepare yourself-be prepared



## Identification

- Identity Card
- Passport/Visa
- EU driving licence
- European Youth Card

## Health

- Personal data for AXA
- Signing the Insurance
- EU Health Card
- Vaccines/immunization
- Medicine
- Hygiene belongings
- Translated prescriptions

**Pre Departure Meeting**  
organized by the sending  
organization

## Practical arrangements

- electronic devices,
- converters, clothes fitting
- the weather conditions,
- souvenirs, dictionaries,
- presentation of country, NGO

**Pack Wisely!**

## Activity Agreement

- Involvement in  
conception
- Signing the  
agreement
- Have a Copy

Use this checklist to prepare yourself.



# Prepare yourself-be prepared

Find out how to manage your bank account and credit cards abroad

Active communication with Sending Organization and Hosting Organization if needed Help with the travel arrangements

Discover your host country

Finish work and arrangements at home - pay bills, make authorizations  
Don't forget to give yourself enough time

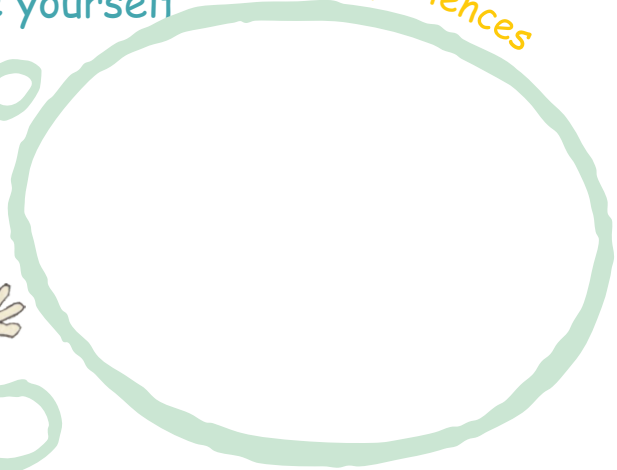
Use this checklist to prepare yourself.





Motivate yourself

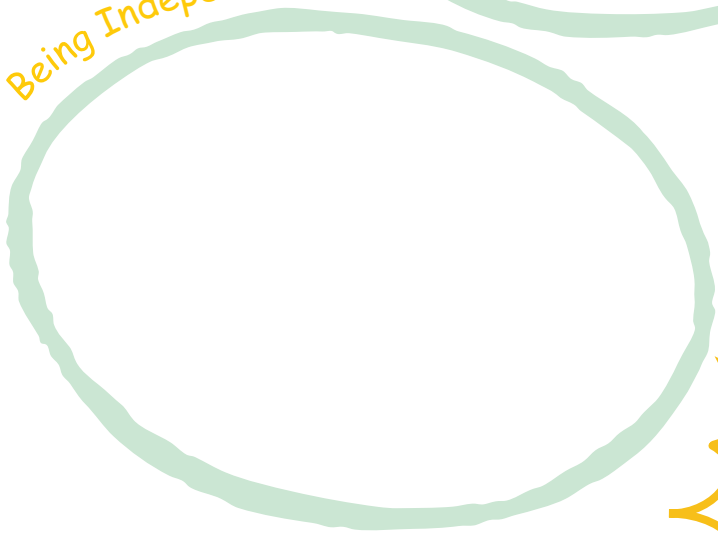
New Experiences



Sharing skills in a new environment



Being Independent



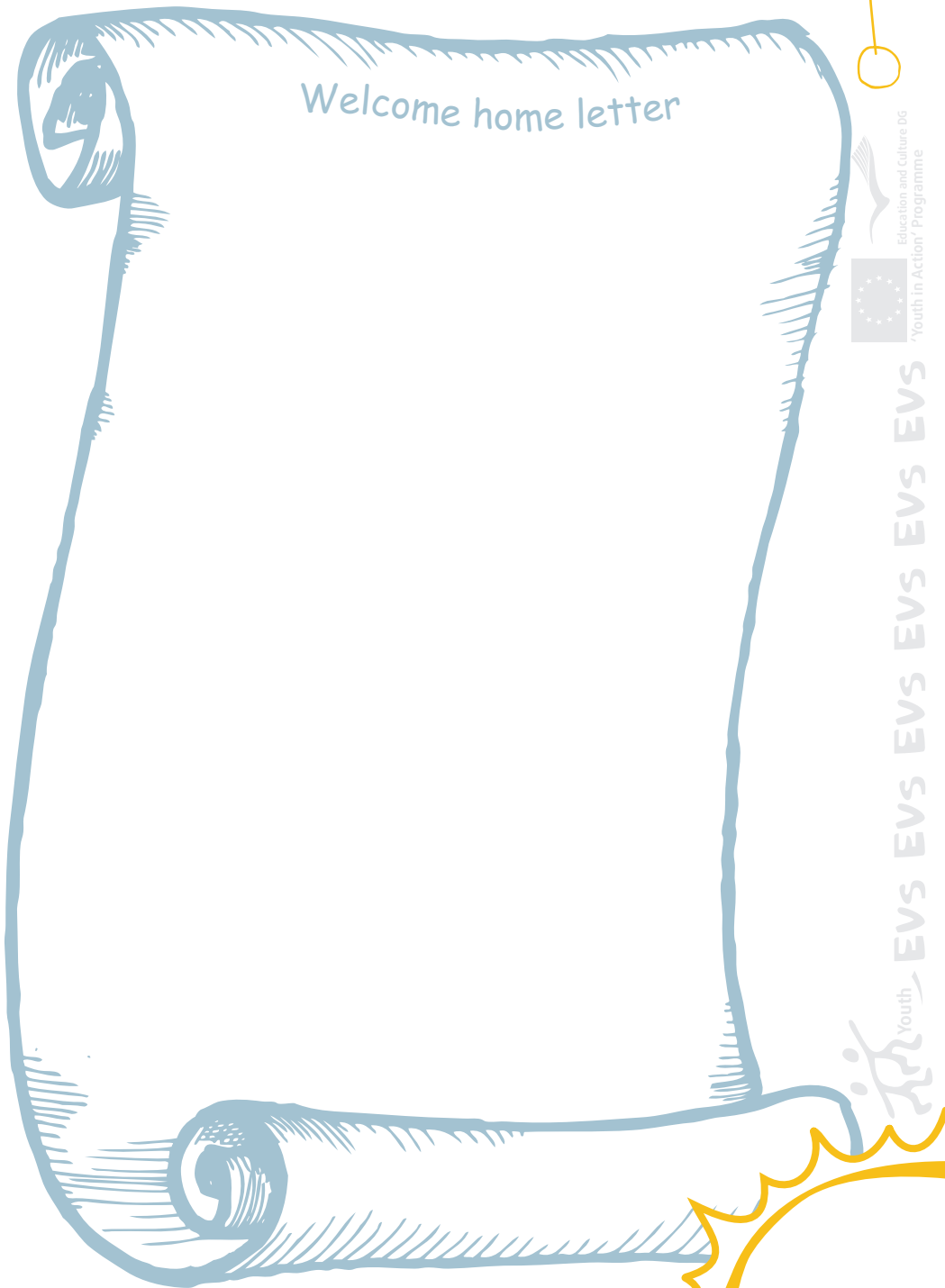
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Welcome home letter



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Think of how you see yourself after you finished your voluntary service.  
Write yourself a letter welcoming you back home.





So, now you are here. It's your new environment. Do you find any differences between your home and the new place? Write the differences in the arrows.

# Timetable of the NGO

## My Hosting Organisation

Now it is time to find out more about the facts which will determine your project. It will be easier for you to plan your project activities:

- the place and people - goals - vision - past projects'; - working methodology - ongoing activities of NGO at the moment; - activity timetable of the NGO & local community

Now you know the information you gathered. Can you find any common missions, visions and values with your NGO? Identify them and write them down in this table.

	Me	Common	NGO
Mission			
Vision			
Values			









During your EVS you will meet many interesting people.  
Think who they are and write what you can share with them to help you achieve your goals

Person













































What I can Share






# Monthly timetable

Year: \_\_\_\_\_ Mon: \_\_\_\_\_

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						
						
						
						
						
						

Use this timetable to write down all the activities that are happening in the hosting organisation and in the local community in Each month.

# Planning Activities During My EVS Project



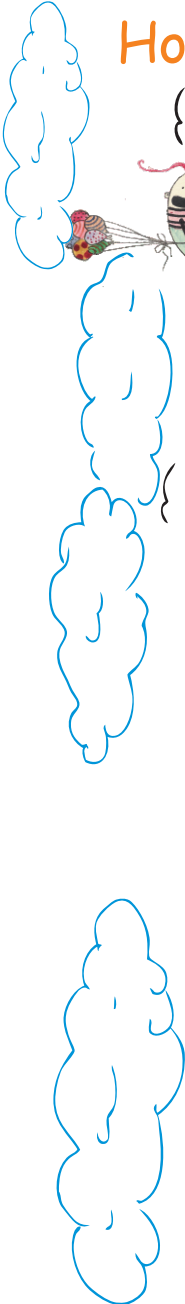
It's time to plan the individual activities you are going to do during your EVS in order to achieve the goals of your project. Add extra pages to answer the questions. For each new activity go through this planning process again, with new pages you add.

- 1. Analyzing My Needs:** Why is this activity Necessary? Why should everyone be interested in it?
- 2. Priorities and Values:** By Who? (NGO, Local Authorities, etc)
- 3. Defining the aims and Objectives:** What for?
- 4. Strategy and Methodology** How?
- 5. Planning the Activities:** What? When? Where?
- 6. Implementing the activity** With what? With whom? When? Where? How?

In case there are specific things to be organized in different stages of the activities, go through this process again.



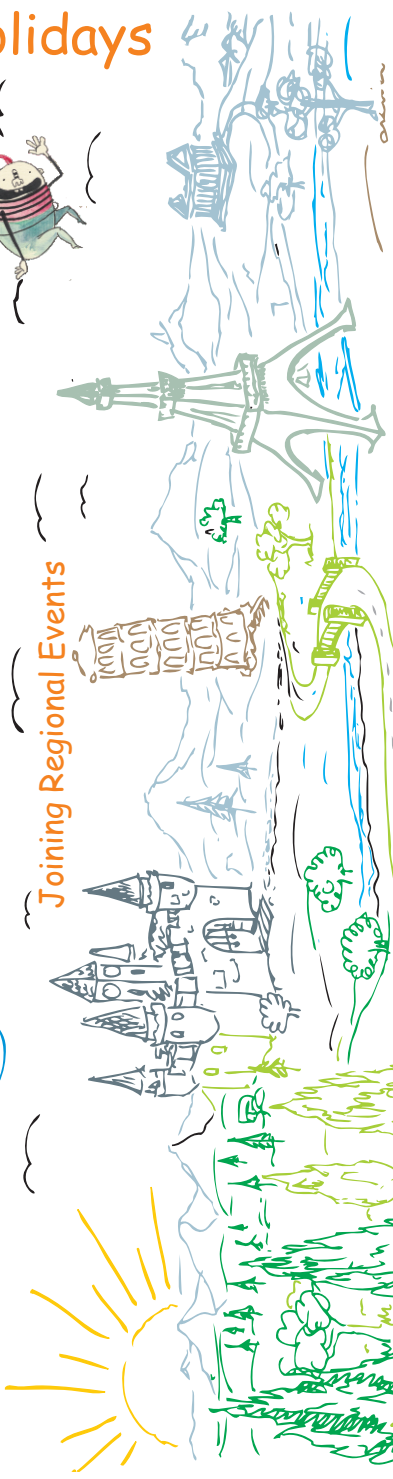




# Holidays



## Joining Regional Events



## - discovering the country



## - meeting other volunteers in the country



# Youthpass

## My EVS activities

Here You can add your activities (long term, workshops, administrative work, leisure time, etc.)

## Description of the activities

Short description of the activity using the "Planning Activities During My EVS Project" section

## Specific tasks

List of specific tasks and responsibilities you had during the project

## Key Competences

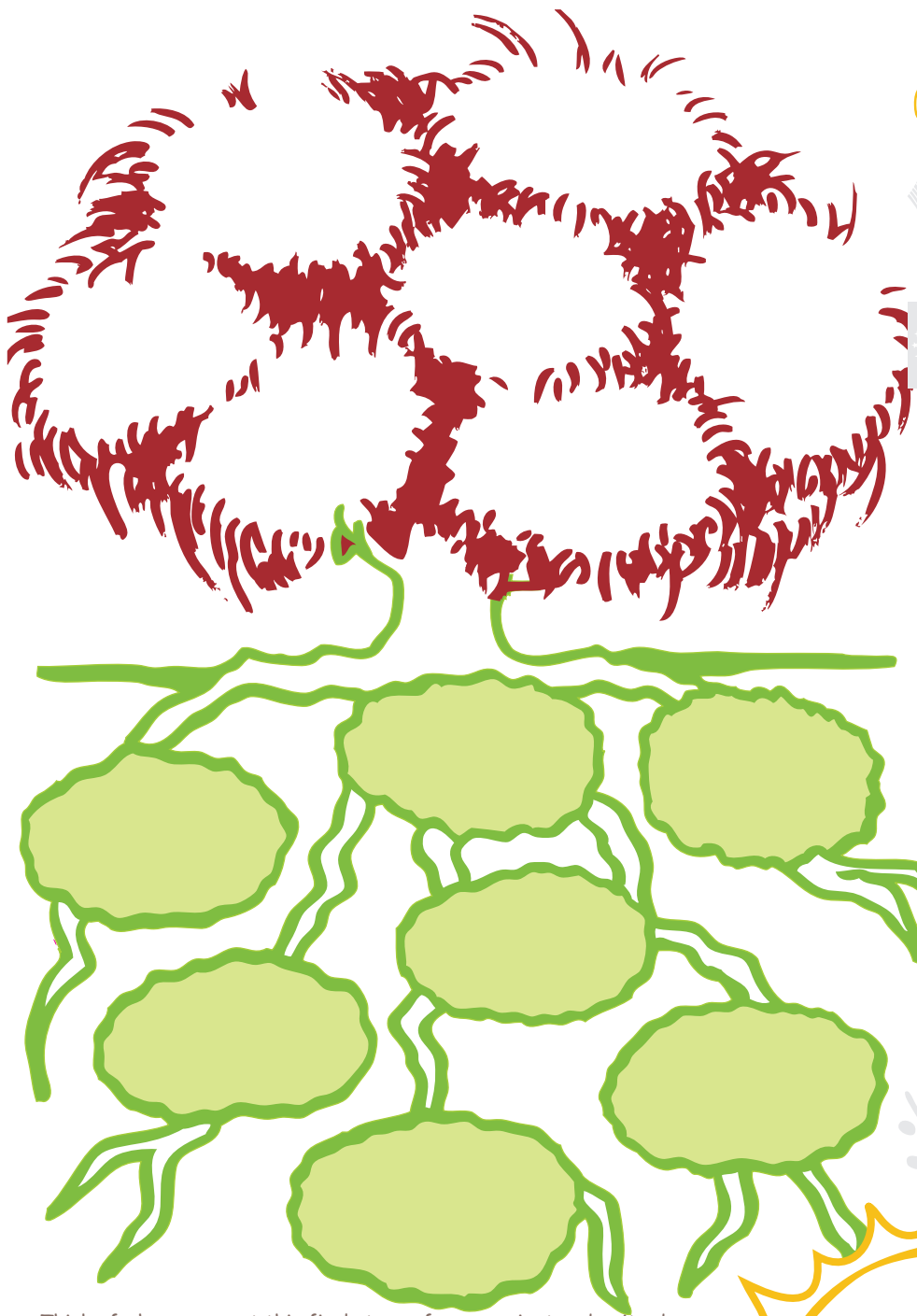
Which of the 8 key competences have you achieved during each activity

## Comments Impressions

Any additional comments or feelings you have?







Think of who you are at this final stage of your project and write down your visible (physical features, tastes in arts, music, movies, dressing, games, cooking, etc) in the tree and invisible characteristics (body language, fears, habits, gender roles, handling emotions, social/personal relationships, work style, etc) in the roots



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# Home

## Suggestions



- read welcome back letter;
- keep in mind your objectives you planned to do when you're home
- keep contact with sending and hosting organization
- continue to be in touch with friends, community in Host NGO and community
- promote EVS among friends, community, NGO's
- continue volunteering, being active in the NGO field



Add as many pages you like  
to complete your booklet



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