

INFOPACK - Activities & conditions

1. The Association's activities in which we engage volunteers:

Neighborhood House - At the Neighborhood House, we activate the local community in the Wrzeszcz district by providing a space for development, learning, integration, and exchange of experiences. The project supports residents' actions and initiatives, addressing their needs. Our activities are aimed at all age groups: children, youth, adults, as well as seniors.

Neighborhood Club Marynarki Polskiej 132 - The activities are aimed at residents of the Młyniska district, as well as neighboring districts - Letnica, Wrzeszcz Dolny. It offers a variety of sports, recreational-tourist, board games, and yoga classes. Events are organized, including intercultural events, travel evenings, movie nights, and thematic meetings. The M132 Neighborhood Club also provides its space to residents and informal groups, supporting their initiatives. Activities are directed towards all age groups: children, youth, adults, as well as seniors.

Centrum Młodzieżowej Aktywności – Youth Activity Center - is a place that supports young people in developing their potential and becoming active in the local community.

Klub Seniorowski - A meeting and activity space for seniors, usually over 60. The club provides a space for socializing, developing passions, spending free time, and making new friends.

Uniwersytet Ludowy - Osówek Folk University is a response to the identified needs of the poorest municipalities in Pomorskie. The People's University, following the Grundtvigian methodology, offers 54 courses to choose from on various thematic paths, implemented in a way that is adapted to the needs and possibilities of comprehensive development for the attendees. It serves as support for the development of traditions, citizenship, and social engagement in the affairs of small homelands.

Training and workshops – We conduct numerous training courses and workshops for the local community, seniors, young leaders, project writing, first aid and lifeguard courses.

2. Types of activities that volunteers perform:

- a. **Zajęcia i działania w Uniwersytecie Ludowym Osówek/ Classes and activities at the Osówek People's University** - conducting classes/workshops, organizational and technical assistance, preparing materials for classes, participation in events organized by the Association or in which it participates, cultural presentations in schools and kindergartens, promotion of European Voluntary Service.
- b. **Sportowe i rekreacyjne zajęcia w Gdańsk/ Sport and recreational activities in Gdańsk** - Conducting sports activities/workshops for children, youth, adults, and seniors, providing organizational and technical assistance, preparing materials for activities, participating in events organized by the Association or in which it participates. Assistance at the youth center, neighborhood house, Morena headquarters, information point, etc., cultural presentations in schools and kindergartens, and promoting European Voluntary Service.

- c. **Centrum aktywności lokalnej w Gdańsku/ Local activity center in Gdańsk** - conducting artistic, cultural and language classes/workshops, organisational and technical assistance, preparing graphics (e.g. Cava or others), preparing materials for classes, participation in events organised by the Association or in which it participates, promotion of European Voluntary Service.
- d. **Dom Sąsiedzki, Klub Sąsiedzki, przedszkole, FOSA** - supporting the activities of the DS/KS coordinator and animator, preparing and conducting classes/workshops, helping to promote events on social media, helping to prepare the current class schedule, cultural presentations about the country and European Voluntary Service, conducting classes for children and young people, supporting the partner kindergarten and youth center, cultural presentations in schools and kindergartens, promoting European Voluntary Service.

You will usually work from Monday till Friday, 30-35 hours per week, but you may be asked to work occasionally on weekends, whether the job requires it.

You will have additional 2 days per month for your needs/rests and days off according to the Polish law: religious and state holidays.

3. Accommodation and living conditions

Volunteers are accommodated in rooms for 2–3 people, shared with same-sex residents, with access to bathroom and shower facilities. The building where the volunteers live is co-educational. Smoking inside the accommodation or the Association's building is prohibited; smoking is only permitted in designated outside areas.

At the beginning of the voluntary service, participants prepare, together with their roommates, the rules for living space and cleaning. Volunteers are required to maintain order in their rooms and in the common areas. Bedrooms must be kept tidy and cleaned regularly, and it is not allowed to store plates, cups, or cutlery inside. Staff members from the association may conduct random room inspections in an appropriate and respectful manner to ensure that hygiene and safety standards are being followed.

Common areas, including the kitchen, hallways, staircases, first floor, and garden must be cleaned according to a weekly rotating schedule agreed upon at the beginning of the stay. Cleaning tasks include mopping or vacuuming floors, cleaning up spills immediately, taking out the trash (bio-waste daily, other waste several times a week), and placing the big bin outside on collection days. Garden care such as watering, weeding, and sweeping is also shared on rotation. Cleaning supplies should be kept organized and additional cleaning may sometimes be required.

Silent hours are set between **22:00–08:00** every day. Loud parties, noisy cleaning, or disturbances are not allowed after 22.00 and on Sundays. Music, calls, or television must be kept at a reasonable level to respect the privacy and comfort of others.

Cooking is collective, due to the number of volunteers, kitchen shifts are set so that 1–2 people prepare

meals for the group. Individual cooking is not allowed. After every use, the kitchen must be left clean. Dishes, pots, and cutlery must be washed immediately and not left in the sink. Shared basics such as oil, salt, and cleaning supplies are purchased collectively, with expenses split fairly. Sponges, dishcloths, and rugs should be changed regularly to maintain hygiene. If the Morena Association covers food on a given day (e.g., during events, group activities, or cultural programs), volunteers will not receive a food allowance for that day, and the monthly food money will be adjusted accordingly.

Participants are responsible for taking care of their accommodation, working space, and any equipment provided. Any damage or malfunction must be reported immediately to the coordinator or chairman of the association. In case of damage caused by a volunteer, the costs must be covered by the responsible person. A deposit in cash (amount specified separately) is collected at the start of the stay to cover potential damages. Water and electricity limits must be respected.

In terms of conduct, volunteers are expected to respect the organisation's policies, health and safety regulations, and the rules of the hosting country. They must collaborate with other participants, mentors, and staff, respect the privacy and personal space of others, and not host external guests in the accommodation. Unsafe behavior that puts themselves or others at risk is strictly forbidden. Volunteers should be punctual, diligent, motivated, and fulfill their tasks to the best of their ability. They should also adapt to the local culture, show respect, and make an effort to learn the language and customs of the hosting country.

Volunteers are required to sign the agreement, provide the organisation with exact travel dates, a certificate of no criminal record, and accurate health-related information before and during the project. They must also deliver travel and visa documents (invoices, boarding passes, receipts) to the organisation. Travel reimbursement is given in two parts: half upon arrival and half one week before departure, provided that all required documents are submitted. Visa reimbursement applies only to one application, including objection if needed. If a candidate resigns less than two weeks before the start of mobility, they must cover the costs already incurred (such as flights, accommodation deposits, or transport cards).

During the project, volunteers must inform their mentor of their whereabouts, seek guidance when necessary, and report difficulties or damages immediately. They are expected to contribute actively to visibility and follow-up activities, complete an evaluation report at the end of their stay, and finalize the Youthpass 8 Key Competences. After the ESC activity, volunteers are asked to send photos and a description of their activities to the sending organisation.

Before departure, participants must thoroughly clean their rooms and common spaces at least two days prior to leaving. The living space should be left in good condition.

We cover 75% of the gym membership and/or access to our gym, and for those with special needs, we also provide integration and other support. (Not applicable for every volunteer, details will be discussed later)

4. Revolut or Polish bank account

You will be asked to open an individual bank account in Poland (with help of a coordinator), on which each month, he/she will receive the pocket money (6 euro per day) and food allowance etc. A Revolut bank account is welcome, especially for volunteers who prefer to receive their pocket money in EUR.

5. Insurance

Non-EU countries - We ask you to follow the steps on the email which Henner send you. European Union countries - We ask you to get an European Health Insurance Card - EHIC, before starting your Voluntary Service (if you can receive it). If you don't have one, please bring documents proving that you are not entitled to an EHIC card.

If you are unable to obtain an EHIC card, please inform the project coordinator immediately before the project starts.

6. Criminal Record

Criminal record - Volunteers are required to have a current criminal record certificate. This must be presented to the Coordinating Organization before their arrival. If you have a paper copy of the document, please bring it with you to Poland. Failure to do so will prevent you from participating in activities for children and young people. Polish law is required to submit information from the National Criminal Register or a document confirming the absence of a criminal record.

If the candidate is from a country where there is no criminal record, he or she must submit an official statement that there is no criminal record and no ban on working with minors. It is very important!

7. Deposit

The deposit for the apartment is not returned if the project is interrupted, because you have to keep it for the next month of stay. XXXX

8. Reimbursement for travel to/from volunteering

Travel costs are calculated according to the distance calculator (country of residence – volunteering location – country of residence) and cover round-trip travel. Any excess travel costs are the participant's responsibility. Travel expenses are reimbursed upon submission of full documentation.

- Costs are agreed upon before arrival and included in the volunteer agreement, up to the EKS rate, and are settled according to the rules and based on the distance calculator.

- Even if a round-trip ticket is purchased, the return trip is reimbursed one week before the end of the travel period. The second installment is paid before departure, after submitting the required documents. According to Polish law, a volunteer is required to present documents confirming the costs incurred (invoices, tickets).

9. Confirmation of conditions:

If you have read and accept the above terms and conditions contained in the Infopack, please send confirmation by e-mail: eks@morena.org.pl

If you have more question feel free to contact with us: eks@morena.org.pl