



**Fundraising Target:
£700***

InterVol Society
Guild of Students
University of Birmingham

- ***NB:**
 - **1st deadline: end of Feb: £115 needs raised by this point to go direct to OXAB**
 - **2nd deadline: end of June: £75 direct to OXAB and remainder of fundraised target required**
 - If target is not met by advised dates your deposit will not be returned to you;
 - Please always raise more than the fundraising target to account for (approx. **£15**) **international bank transfer fee**) and % taken from VirginGiving accounts;
 - To find out more please see the 'fundraising formalities' section of this handbook

Contents

January Checklist.....	2
Your Group Roles & Responsibilities.....	3
Contact Information.....	5
Your 2012-2013 Committee.....	7
Our Social Networks.....	9
Flights.....	10
Visas	10
Travel Insurance.....	11
Health, vaccinations & medication	12
Compulsory Training	13
Compulsory Volunteering Abroad Guild & InterVol Paperwork.....	15
Fundraising Deadline & Formalities.....	15
Fundraising planning & ideas!	20
NGO Profile	23
The Volunteering	23
Getting to your project	30
Project accommodation.....	31
Cultural Aspect of your host country.....	32
Information on local vicinity of your project	34
Recreational Travel in Country and Region	35
Safe travel tips!	36
Currency, money & Kit List.....	37
Items needed for the project.....	39
Bursaries/funding support.....	40
Employability.....	40
Project Evaluation Meeting: Post-project Assessment (end of summer).....	41
Getting onto the Committee, AGM & Role Information	41

January Checklist

In January, each volunteer needs to...

- ☐ Join the InterVol Society (via Guild website login or membership form available from the Guild)
- ☐ **Sign and submit the volunteer agreement**
- ☐ **Give your £50 deposit to the committee and sign the 'Deposit Contract' form**
- ☐ Deposits are paid by cash or cheque (made payable to 'InterVol, Guild of Students') and will be available to reclaim this after the annual project evaluation meeting takes place before the beginning of the next academic year.*
- ☐ **Submit £15 liability insurance to the committee and sign the 'Insurance Disclaimer' form**
- ☐ Fill out a CRB form in Student Development ([ASAP](#)) (if applicable)
- ☐ To do this go to the helpdesk in Student Development in the Guild of Students with some forms of ID (the desk can tell you what ID they need to see). Once you have completed the form the Guild of Students will send it off and it can take up to eight weeks to be processed (so get them done ASAP!) If you have a CRB check from an external source you will still need to do one with the Guild.
- ☐ Make sure you have a valid passport that is in date for at least six months after you are likely to return to the UK after your project
- ☐ Check if you need a travel/entry visa for your country
- ☐ Try and meet with your group or at the very least get talking on Facebook to begin fundraising
- ☐ Start looking into the dates of trip, flights, insurance and vaccinations.
- ☐ **Get in contact with your NGO to get communications going and begin planning.**
- ☐ If you volunteered with InterVol last year and would like your deposit to roll over please email us with your name and the project you were previously involved with

Your Group Roles & Responsibilities

Your responsibility as an 'InterVolunteer' project group member

- ❖ **Time availability & flexibility** – to attend group meetings and socials, plan fundraising as well as implementing the fundraising events themselves
- ❖ **Excellent communication** with your group & your parent coordinator
- ❖ **Professional & personal organisation** – get all your flights, insurance, vaccinations, visas sorted ASAP, fill in any paperwork required & given to you by your project coordinator, InterVol & the Guild
- ❖ **Fulfil roles and tasks appointed to you by the project coordinator and committee**
- ❖ **Attend all training sessions**, they are compulsory & **non-attendance will jeopardise the return of your deposit** – email info will be sent out beforehand regards training sessions
- ❖ **Elect first aid reps** from your project group to attend first aid training (1-2 people max)
- ❖ **FUNDRAISING** – each group member must do everything within their power to reach the target, **meet your group early, plan early, execute early!**

The Project Coordinator's responsibilities (these will come naturally! 😊)

NB: We have elected your project coordinator on the basis of the applications and interviews. If you feel at any point that they are unable to carry out the responsibilities and tasks required of them, please alert your parent coordinator or your committee member project rep immediately to help resolve the situation.

You are the link between your group and the committee and as such your responsibilities are as follows (don't be intimidated, it will all come naturally and this is just a guidance outline):

- ❖ **Create a Facebook group** inviting all group members and your parent coordinator to it – tag, talk, plan and execute!
- ❖ **Create 'VirginGiving' (with InterVol registered charity) account/page** to gain general donation fundraising online (see fundraising section of this handbook)
- ❖ **FUNDRAISING – you are the main person in charge of planning fundraising events and carrying them out. Ensure you plan all activities with your group well in advance and make sure you plan enough activities and events relative to your fundraising target – remember, if you do not reach your target your deposit will be withheld.**
- ❖ Set fundraising targets for each week and month of your groups time campaigning, ensure these are kept on top of to prevent getting behind
- ❖ **Managing communications with all members of your group** to ensure you plan and carry out events to the best of your ability – don't be afraid to distribute tasks/roles!
- ❖ **Contact the NGO ASAP** and regularly post-departure, to ensure they are notified, and kept in-the-loop, with: volunteer numbers, group changes, time of summer volunteer placement itself as negotiated with your group (to reserve places on site and accommodation if

necessary), and fundraising progress. **This is all of paramount importance to ensure your project runs as successfully as it possibly can**

- ❖ **Managing communications with your parent coordinator** – they went on the trip last year so give them the chance to help you whenever they can
- ❖ **Managing communications with the committee** in terms of assistance, paperwork, training, socials and updates. **You are the main point of contact between your group itself and this year's committee – ensure you are always easily contactable**
- ❖ There is a project committee rep for each group that you can get in contact with for issues beyond your parent coordinator's control
- ❖ **Work closely with group treasurer** to ensure that all funds are raised, safely transported and transferred into Guild accounts, as well as monitoring the Guild-Trustee-NGO transfer after target has been met
- ❖ **Manage and submit all group paperwork for your trip abroad (see forms section)**
- ❖ **Manage and submit event activity, room booking and consent forms to StuDev in the Guild** when planning on-campus and/or external fundraising planning and activities – if this paperwork is not completed your fundraising events could be subject to cancellation (see fundraising section)
- ❖ **Manage communications with Guild and Kate Prescott**, particularly with reference to above mentioned event planning and paperwork, as well project abroad paperwork representative of your group
- ❖ **Ensure all group members attend the compulsory training required**

Post-project

- ❖ After you have returned from your project, it'll be your sole responsibility to do the following:
- ❖ Attend the Annual InterVol Evaluation Meeting before the next academic year begins.
- ❖ Prepare and present your own presentation of your project experiences to the new prospective applicants at the start of the autumn term;
- ❖ Interview applicants for the following summers projects;
- ❖ Attend all activities and events asked of you by the committee throughout the year itself (this includes some socials, project-specific cultural training as well as generally meeting with your project group;
- ❖ You will be in charge of your project groups (as their parent coordinator) for the next academic year and oversee/manage their progress as the year goes on.

Report anything of concern to your committee project rep/committee

The Project Group Treasurer's Responsibility (these will come naturally! 😊)

- ❖ **Management of fundraising funds** – securely collect, transport and submit all hard cash fundraised money from events to the correct InterVol account (e.g. InterVol Merazonia account) Student Development counter in the Guild
- ❖ **NB: NO fundraised funds should be put into personal/external bank accounts**

- ❖ **Work closely with your group's project coordinator** to ensure you are both keeping on top of everything
- ❖ **Work closely with the Finance committee member with guidance/issues to do with finance/treasurer responsibilities**
- ❖ **Fill in all necessary finance forms** when submitting fundraised cash to Student Development in the Guild
- ❖ **Keep track of fundraising money regularly in Guild account as well as on VirginGiving site** (please see notes on this in fundraising section of handbook)
- ❖ **Keep committee up-to-date with fundraising amounts** and ensure targets from all streams of funding are totalled and accounted for by application deadline
- ❖ **Before/on application deadline, begin process of transferring and monitoring funds from Guild accounts, VirginGiving account to the Trustees** (contact email stated in contacts section of handbook) – **please keep NGO in the loop with this so preparations can be made for your arrival**

Report anything of concern to your committee project rep/committee

Contact Information

Your group's contact details

Create a Facebook group inviting all members as soon as possible in order to communicate well – tag, talk, plan, and execute! Start fundraising quickly to keep it easy ☺

Your parent coordinator's contact details

Your *parent* coordinator was the *project* coordinator for 2012's summer trip, so they have all the knowledge and experience from being there before. They are there to give you guidance with pretty much ANYTHING! Just ask them, they're bound to know ☺

Claire Douglas: claireie_92@yahoo.co.uk

Your committee rep's contact details

If you have any enquiries (general or more serious) that your parent coordinator cannot answer or resolve, the committee rep for your project is there to help with anything you need and are **your first point of contact to the committee of InterVol UoB itself**. They are usually also a past volunteer from your specific project, too!

Hannah Patterson: hannah_656@yahoo.co.uk

NGO contact details

Your point of contact when communicating with NGO you'll be volunteering with.

Project Coordinator: Get in contact/email with them as soon as possible and keep them updated with your dates, flights, volunteer numbers, fundraising and any changes that occur.

Ask them about absolutely anything when planning your trip (hostels, advice etc), they live in the country after all!

Name: Katerina Zlatkov

Position: Manager for OXAB, Bulgaria, coordinator for volunteers

Address: 5100 Gorna Oryahovitza, 1 "Prolet" Street, Bulgaria

Tel: 00359888563679

Email: Katiakuki@abv.bg

In UK contacts for OXAB Bulgaria: Chloe- Balvan@oxab.org.uk

12-13 Committee and contact details

To get in contact with the committee please email intervol@live.co.uk

If you want to email a specific committee member, please state "FAO: <name>" in the subject line of the email.

Your Guild Contacts:

Kate Prescott

Kate is your first point of contact with the Guild – most of the project abroad paperwork needs to be submitted to her. She is also happy to help with any queries or concerns relating to planning fundraising and project group work.

Email k.prescott@guild.bham.ac.uk

Student Development

Send all event planning forms and enquiries to Student Development, include room bookings, activity forms, catering forms etc.

Email: studentgroups@guild.bham.ac.uk

Steve Streatfield (for more specific enquiries): s.streatfield@guild.bham.ac.uk

Room Bookings

Contact Rachael Henn in the Guild when wanting to book Guild spaces/rooms out for fundraising events (state you are part of InterVol) and contact her for info on booking rooms externally to the Guild.

Email: r.henn@guild.bham.ac.uk

InterVol Charity Trustees

You will mainly be involved with the trustees during the transferral of fundraising money to the NGOs themselves, but feel free to pop them an email if you've got any specific questions! ☺

Email: info@intervol.co.uk

Website: www.intervol.co.uk

InterVol is in place to give a sustainable, transparent and ethical structure to connect young people in the United Kingdom with trustworthy, community-owned projects in the developing world. We want to make international volunteering projects accessible, affordable and rewarding for students; we aim to maximise the impact that young volunteers can make globally.

As a registered charity, InterVol has a board of trustees which is made up of former InterVol committee members and project co-ordinators. Between them they have an extensive knowledge of international development and InterVol's projects. The trustees work closely with the InterVol university committees and work to build beneficial relationships with other charities and universities. The board of trustees works closely with project co-ordinators and university committees each year to evaluate our projects and ensure that our volunteers are having the maximum impact they can.

InterVol currently has branches at the University of Birmingham, Imperial College London, Lancaster University and the University of Nottingham and is in the process of expanding to more universities in the UK.

Your 2012-2013 Committee



(left) Caroline Ratcliffe: President, (right) Hannah Patterson: Vice President of Projects



(left) Ola Kucharska: Vice President of Internal Affairs, (right) Yao Wang: Treasurer



(left) Liz Waind: PR, (right) Kat Payman: Training



Richard Harvey: Fundraising

Get more involved with InterVol! Join the Committee!

- ❖ Essential CV experience for future employment (especially travel/charity sector)
- ❖ Gain tons of skills including: teamwork & leadership development
- ❖ Everyone is welcome! Your experience on the is vital to the future of InterVol

Thinking of running for a position?! Take a look at the relevant section in this handbook for information on each role

Come to the **Spring Term AGM** to run for **2013-2014 Committee Positions!** Look out for the **email & event!**

Our Social Networks



'InterVol Birmingham'

FOLLOW US ON

twitter

@InterVolUK

Flights

MUST Book by: Monday 4th March 2013

You must book your flights during the summer vacation, do not book them outside the following dates:

Friday 14th June 2013 – Monday 30th September 2013

AS SOON AS YOUR FLIGHTS ARE BOOKED YOU MUST NOTIFY THE COMMITTEE

Where to book flights to:

- ❖ **OXAB Bulgaria:** Sofia, Bulgaria
- ❖ **LSO Kenya:** Nairobi-Jomo Kenyatta International Airport, Kenya
- ❖ **Horizon Farm Trust:** Durban, South Africa
- ❖ **PSD Nepal:** Kathmandu Tribhuvan International Airport, Nepal
- ❖ **Merazonia Ecuador:** Quito Mariscal Sucre International Airport , Ecuador

For info on how to get to your project from the airport, please see the 'getting to your project' section.

Book your flights as soon as you can to ensure you pay the lowest price possible.

Please notify the committee as soon as you have sorted your flights out.

The UoB Guild of Students has its own **STA Travel agency**; most past volunteers have arranged flights through them as they are well-known for cheap student rates, we thoroughly recommend them! They are really helpful for any kind of travel query at all, so don't hesitate to pop in for a quick chat, even if you're not booking anything with them!

Useful services for flights:

www.skyscanner.net

www.ebookers.com

www.travelsupermarket.com

www.lastminute.com

www.kayak.co.uk

www.statravel.co.uk

www.expedia.co.uk

www.dialaflight.com

Visas

Arrange ASAP

Please enquire with your host country's embassy in London (via a google search and email) to see if you need to acquire a visa before you depart and for upon entry to your host country.

Does your nationality mean you require a visa for entry into your specific country?

British Nationals are covered in many countries but constant international changes mean that British visa regulations for many countries can often change, so always check.

European/International Students: please endeavour to check as soon as possible as the conditions of your entry may differ from British Nationals and waiting times for visas may also be longer.

Always bear in mind the length of your stay in the country – don't get a 30-day visa when you're planning to stay for just over a month! It's not worth the risk and you could be subject to the country's penalisation fines, laws and justice system.

Some visas require months in advance to process (occasionally as much as 6 months!) as well as a trip down to London, or an application procedure, so please, please look into this immediately to ensure you are granted access far enough in advance.

Other visas will mean you prepare paperwork (or not actually do anything) before your arrival at the host-country's airport. Upon arrival at these airports you may however be expected to buy a visa and thus you'll need to have the enough of the appropriate currency to pay for this.

Travel Insurance

MUST Book by: Monday 4th March 2013

Arrange your travel insurance as soon as you can to ensure it is out of the way and not looming over you.

Make sure you read the insurance policy to ensure you are **completely covered for anything you may be doing**, for example, to name just a few:

- | | |
|---|--------------------------------------|
| ❖ Working with animals | ❖ Remote emergency medical transport |
| ❖ Working with children/orphanages/day care centres | ❖ Cancellation of flights |
| ❖ Working with sports | ❖ Loss of luggage |
| ❖ Light construction | ❖ Extreme sports |

If policies are unclear/lengthy, **call the insurance company directly to clarify that you are definitely covered for your trip/activities.**

NB: It is advised you obtain a E111/European Health Insurance Card before you depart. Just Google it or visit your local post office to obtain one (it should be free!)

Insurers and useful websites used by past volunteers (some banking policies already cover you/will be willing to):

- ❖ www.insureandgo.com
- ❖ www.statravel.co.uk (can be arranged in the STA GoS branch)
- ❖ www.moneysupermarket.com
- ❖ www.moneysavingexpert.com
- ❖ <http://www.fco.gov.uk/en/travel-and-living-abroad/staying-safe/travel-insurance>
- ❖ <http://www.direct-travel.co.uk>

Health, vaccinations & medication

MUST have sorted by: Monday 1st April 2013

GP/Doctor referral

Book an appointment with your GP/Doctor to discuss the required (and optional!) vaccinations and medication for your host country. Some you will have to pay for, others you won't (British Nationals get a plethora of free vaccinations, so you'd be silly not to!).

Make an informed decision! If they say it's recommended but not optional, then think hard before you get it, especially if it is pricey!

Do your research and shop around! Many vaccinations and medications can be obtained from other medical practices, pharmacies, and hospitals. Going down this route could save you a lot of money!

Decided to travel around? Remember you could need additional vaccinations and medication for entry into other parts of your host country, as well as travelling to a completely different country.

Rabies

Many tourists consider the rabies vaccination when travelling abroad, however, unless you are coming into close and frequent proximity with rabid/stray animals or are located in a remote location (more than 24 hours to nearest tropical disease-capable hospital) it can often be an extra cost that is not necessarily required. So think hard before getting it!

Remember to take all (and enough) medications you personally need out there with you, accounting for the duration of stay, pharmaceutical locality (will you be able to get replacements easily if you lose anything?). Always prepare extra in case of losses/thefts etc.

Recommended websites:

- ❖ <http://www.dh.gov.uk/en/index.htm>
- ❖ <http://www.travax.nhs.uk>

❖ <http://www.traveldoctor.co.uk>

General In-Country Health

Refer to your GP when it comes to recommended travel and in-country health procedures for specific countries. More info can be found here:

<http://www.fco.gov.uk/en/travel-and-living-abroad/staying-safe/>

Compulsory Training

If you fail to attend any of the relevant training sessions without good reason you are likely to lose some of your deposit (£10 is deducted per training session). We understand that you are already giving up your own time in order to benefit other people and communities but it is important that you are well prepared. The people running all these sessions are giving up their own time to conduct these sessions please respect this and take on board everything that is said. If you cannot attend a training session please email the Training Coordinator in advance at intervol@live.co.uk.

You will be warned when these training sessions are approaching. Please ask if you are unsure if one of the sessions applies to you.

International Child Protection (if your project involves working with children)

This training will basically explain what is and is not acceptable when working with children. It will give you an idea of what to expect while you are out on your project, in regards of how the children may be treated. You will also be given advice on who to speak to if you see something that concerns you about the welfare of the children. If you are going onto the Bulgaria Project Katia will also give you in-country training specifically about the orphanages and day care centre so you will be fully prepared. You can book your place for this training on this website: <http://guildgetinvolved.eventbrite.co.uk/>

CRB (If your project involves working with children or vulnerable adults)

This is a Criminal Records Bureau check. By law you MUST do this before working with children or vulnerable adults to make sure you are safe to do so. To do this you need to go to the helpdesk in Student Development in the Guild of Students with some forms of ID. These usually include at least 3 of the following; passport, both forms of your driver's licence (card and paper form), birth certificate, national insurance card, house bill or bank statement that has your address on and is dated within 3 months. Please ask the student development desk what forms of ID you specifically need for your CRB Once you have completed the form the Guild of Students will send it off and it can take up to eight weeks to be processed (so get them done ASAP!) The Guild will be holding CRB sessions to help you complete the form as it can be quite complicated. Please go onto this website to book your place <http://guildgetinvolved.eventbrite.co.uk/> CRBs usually cost around £80 each but the Guild covers this cost due to InterVol being a society. PLEASE NOTE: even if you already have

a recent CRB check (ie. From another society at the Guild or external from the University) you WILL still need to get another one as each activity needs a new CRB.

General Cultural and Ethics Training and AIDS Awareness

This is a training session held by the Guild. It gives you a general over view of points you need to be aware of when travelling or staying in other countries. What is and is NOT appropriate obviously changes when visiting other countries and this must be respected while you are on your project. You can book a place online at this website: <http://guildgetinvolved.eventbrite.co.uk/> . Those who are going on the Nepal project will have extra Cultural Awareness training in Kathmandu when they arrive.

Cultural and risk assessment training – project specific

Every project will have its own Cultural and Risk Assessment training. This will be held by parent coordinator/committee members and is based entirely around your project's country and locations. These sessions are based on previous volunteer's experiences. This has been created as a new addition to the training, by popular demand, as it will make you as prepared as possible for entering into the new culture of your specific host country. Many topics will be brought up during this training that you would not have even thought about before. This will be a great chance for you to ask any questions about the country you are travelling to and to voice any concerns you may have.

First aid training

This will be an Essential First Aid course (EFA) and MUST be attended by one member from each group. It will be conducted at the University of Birmingham by the St John's Ambulance. As you are a volunteer with InterVol, the society will cover the costs of this training which is £30 per person. This training, like all the others, MUST be taken very seriously. This training can be added to your CV if you attend. If your group does not have a qualified first aider you cannot go to your project, this is for your own safety.

Fundraising training with Kate VPC

Kate Prescott is the Volunteer Project Co-ordinator within the Guild so she manages a lot of the societies. She will be giving you a lot of help with how to conduct any fundraising. There are multiple forms that need to be filled out and submitted to the Guild weeks in advance before any activity can be allowed to go ahead on the university premises (including the halls of residence). Kate will explain each of the forms to you during this training and will be inform you about how to fill them in correctly. Even if you are already a part of a society and think that you know how to do all of these forms already we still expect you to attend this meeting as each year the system changes and we want you to be as up to date as possible. Be aware that throughout your fundraising you are not just representing InterVol and your project but the university as well.

Compulsory Volunteering Abroad Guild & InterVol Paperwork

Before you leave, there are various forms that you need to fill in for the benefit of yourselves as well as for the Guild/InterVol. After all, you're not exactly just taking part in a normal external Guild activity, you're going abroad!!

We will be sending out the forms below throughout the spring term and hand them back in TO US (before the Guild) AS SOON AS POSSIBLE. However, if you want to earn extra brownie points and want to make a good start on these forms, don't hesitate to email us and ask for them!

Below is a little bit about each of the different kinds of paperwork

Project Details Form (submit it to InterVol/Kate Prescott & take it out with you)

All of your details regarding your project, travelling, insurance etc goes on this form and it is needed by the Guild and InterVol to ensure all main priorities and formai paperwork/person spending and aspects are recorded and documented for our reference and in the event of an emergency so that we can call you.

Emergency Plan (submit it to InterVol/Kate Prescott & take it out with you)

This helps you guys plan for how to deal with difficult/emergency situations whilst out in your host-country and whilst on project. It should also contain ALL contact details for your family/friends back home as well as the Guild, InterVol, and your host-counties UK (and other nationalities) embassies.

Risk Assessment (submit it to InterVol ONLY & take it out with you)

This will be a run through of ALL risks that could potentially be a threat to you and you group and how to avoid such situations, as well as how to plan and deal with them should they happen.

Fundraising Deadline & Formalities

Fundraising amount: £700

The first payment needs to be sent at the **end of February so the group needs to raise at least £115** before this time.

The second deadline is the end of June. **By this point the rest of the money needs to be raised. £75 of this will be sent to OXAB at this time.**

The group collectively needs to decide how they will use the rest of the money (£550). It is suggested that £200 is set aside for materials (arts and crafts equipment, games, balls, puzzles etc).

Please ask Katia if there is anything specific the orphanage needs, especially anything that you can buy in the UK and bring over to Bulgaria with you.

The committee also suggests that the group should seriously consider using a portion of the rest of the money to long term projects which are detailed below:

OXAB runs a number of long-term social and educational projects in Bulgaria to support young people growing up in children's institutions and help them to fulfil their potential.

Mentoring Project

The mentoring project has been running successfully since 2008 and pairs young people (aged 12-18) from three children's homes in Veliko Turnovo, Bulgaria, with a personal student volunteer mentor from the local university. Since many children living in institutions lack any individual support, a mentor or friend to talk to, to listen and to offer advice is invaluable. The project aims to improve the children's confidence and self-esteem, as well as encouraging them to think about their futures and prepare for independent living. There are currently over 40 mentoring pairs participating in the project. Mentoring pairs meet once a week to talk over coffee, as well as participating in group extra-curricular activities and interactive workshops run by qualified social workers. All mentors are trained and supported by the local social services in monthly supervision sessions. As well as direct and tangible benefits for the young people involved, on a wider scale, the project aims to promote tolerance and understanding between young people from different cultural backgrounds, breaking down some of the stigma associated with institutionalisation and the Roma ethnicity and encouraging the development of a Bulgarian volunteer culture.

"The project was great. The feelings are wonderful. I am really happy that I am with my mentor" (15 year old participant)

Mentoring pairs
2011

Children's Club

The Balvan Children's Club offers a range of fun and stimulating extra-curricular activities for the children at the Hristo Smirnenski Home in Balvan. Balvan is a village about 20km from Veliko Turnovo in central Bulgaria, in an area without many structured activities. The Children's Club is therefore vital in providing opportunities for engagement and distraction for the 35 children and young people growing up at the orphanage. The Children's Club started in 2006 when the children expressed an interest in learning English so they could communicate more effectively with OXAB volunteer groups. Since then the club has grown along the lines of the model developed by our sister charity ZOV UK at a nearby home in Veliko Turnovo and currently offers weekly English lessons, cookery sessions, art sessions, and games and sports on a Saturday afternoon. Through these regular activities the Children's Club aims to teach essential skills, as well as creating a safe and supportive learning environment in which all the children may explore and develop their talents and interests. The activities are certainly very



popular and some of the children have made great achievements in English, art and dance.



English lesson at
Balvan children's
club

Internships Project

OXAB Internships is a project designed to support bright teenagers leaving children's institutions in and around Veliko Turnovo by giving them the opportunity to study at university and gain valuable work experience at the same time. OXAB interns are given a stipend to support them throughout their university course, subject to regular attendance and good grades. Each student is assigned a personal mentor who helps them to create an internship programme tailored to their specific interests, as well as providing regular support and guidance throughout their studies. There is currently very limited state support for institution-leavers to study at university in Bulgaria and few teenagers from disadvantaged backgrounds are able to go on to higher education. OXAB's work with children's institutions in the Veliko Turnovo area has shown that there are teenagers about to leave children's homes who have the potential and the drive to succeed at university. The internships project was developed from their experiences and we currently have four interns, with more looking to join the scheme. If you are able to sponsor a student through university and give him/her a better start in adult life, we would be delighted to hear from you.



Student interns
volunteering at
Balvan Children's
Club

Please contact project
co-ordinator Chloe

balvan@oxab.org.uk if you want any more information or want to ask any questions. You must contact her when you have decided what you want to do with your fundraising money. She will ensure that the right amounts are directed to the places you want them to go when you transfer the money into the OXAB account.

Fundraising Workshop – Taking Place: Beginning of Semester 1

Richard Harvey, our VP of Fundraising, and Kate Prescott, the Guild's Volunteering Project Coordinator, will be holding a small fundraising session after week 1 or 2 of Semester 2 (spring term).

Although this is not compulsory **it is extremely recommended that you attend**, as it will be beneficial in terms of obtaining guidance with Guild formalities and paperwork, as well as an opportunity to talk one-on-one with Richard and Kate (and possibly other members of the committee, too!) about event/activity ideas and fundraising more generally.

Please look out for the email from InterVol/Kate Prescott regarding this event.

Extremely important fundraising formalities to bear in mind!

- ❖ We have already stated to you that if you do not meet the fundraising target of your project you will be refused the return of your deposit;
- ❖ Please bear in mind that **we require the fundraised target to be met a month prior to the due date of your departure**. This is extremely important as within this month we need to account for the multiple transfers (can always take up to a few weeks to go from the Trustees to the NGOs themselves). This time period also allows us to prepare for any delays, problems/errors within the transfer as well as ensuring that the NGO is ready for your arrival on-site.
- ❖ **To account for unavoidable international bank transfer fees, we require you to add an extra £15 to the total of the fundraising target to ensure that these fees are covered and are not taken out of the funds for the NGOs**
- ❖ **Please also bear in mind that when using the Virgin Money Giving website pages to raise your donations online, Virgin will take a 2% fee from the amount that is raised on it. Please make sure that you account for this in the total fundraising target to ensure that this is covered and not taken out of the funds for the NGOs.**
- ❖ In the 'fundraising ideas' section we have provided an array of fundraising events/ideas on-campus as well as more generally which should assist you in generating your final fundraising target.
- ❖ Please be aware that the Guild also provides its own fundraising leaflet which you can either pick up in Student Development or find here under 'fundraising, trusts and sponsorship' (trust funds are a more long-term investment so we advise you to steer-clear of this route):
- ❖ <http://www.guildofstudents.com/main-menu/student-groups-volunteering/societies/student-groups-societies-hidden/pick-and-mix-documents>

- ❖ It is useful to take advantage of the Guild's hundreds of other student groups, too, there is an array of other volunteering and campaigning societies that will be more than happy to hold joint events or help promote your own!
- ❖ Please be ethical in your fundraising, ensuring both you and your donors have mutual gains. Don't mislead them as to where the money is going – remember you are covering the costs of flights, food and accommodation yourselves!

Group effort, individual obligation – try splitting your total into group member-amounts

When organizing an event or a number of activities, it is usually a good idea to delegate/split responsibilities so that there is not just one person doing all the work. Remember, you are working together as a group. :-)

In the past, groups have found it very beneficial to divide the total fundraising amount into individual chunks so everyone knows what to aim for, however, we do still encourage you guys work as a group in order to fulfil the target.

Compulsory Guild forms/paperwork needed for fundraising events & activities

When planning events, on-campus and externally, you need to fill in a number of mandatory forms/various types of paperwork and submit it to the Guild (as well as other departments of the University if relevant) up to 2-4 weeks in prior to your event/activity. **Failure to fill in the necessary compulsory paperwork to the Guild could result in your event being suspended/cancelled.**

Everyone in your group should take responsibility for these forms, you are working as a group, do not leave this solely down to the project coordinator.

Below are just a few of the examples of the forms you may need to fill in for your particular event (please contact Student Development (email in the 'Contacts' section of this handbook) for all events and, they can send you the relevant and most updated paperwork to fill in):

- ❖ **Risk Assessment** – submitted 2 weeks before event
- ❖ **Events form/group event activity form** – submitted 2 weeks before event
- ❖ **Catering Form** (for bake/food sales)
- ❖ **External Events Form**
- ❖ **Room Booking Forms** (Inside Guild and also on Edgbaston campus)

Virgin Giving Page

As mentioned in the notes at the beginning of this section, please do bear in mind the 2% fee that Virgin charges for using their service. As above, please account for this.

Also bear in mind the issue of '**Gift Aid**' donations when using Virgin Money Giving. Although this is a great way to raise money as it generates extra cash through tax, it is staggered quarterly-annually and so is not a reliable source of extra income for your fundraising target. By all means still

encourage your donors to use this feature, **but don't add the 'Gift Aid total' to your total amount, as it will not get transferred on time with the rest of your fundraising.**

Fundraising planning & ideas!

Fundraising is a key part of the InterVol experience. It can be great fun and very rewarding so get involved as much as possible! **Remember:** small-scale and larger-scale events all contribute to the total fundraising target, try out everything, **but remember to fill in the paperwork required! (see the 'fundraising formalities' section of handbook).**

You can do fundraising events on your own or in your group as a team- it is a great chance to get to know each other and have some fun so we would definitely recommend that you do as much together as possible! ☺

Virgin Giving Page

This is a great way to get all your friends and family to support you! Only one person needs to set up this page for the group, that way it is easiest for InterVol to track this money and where it is going. They are really easy to set up: go to <http://uk.virginmoneygiving.com/fundraiser-web/fundraiser/chooseFundraiser.action>

- ❖ Select the 'Personal Challenge' section and follow the steps.
- ❖ You can create the page for just one fundraising group that you are doing or you can just click 'other' and say you are doing multiple events.
- ❖ **All your fundraising MUST be completed by the end of term but preferably you will have reached your target well before that point!** It is up to you how long you keep the page active for.
- ❖ Make sure you select '**working with others**' while going through the sections.
- ❖ Please **put InterVol in the charities name section** as the specific projects cannot be found on the site. This also helps the charity to make sure you are managing to make your target. The money raised from this site will go to the InterVol charity first, however, they then transfer that money to the specific project that you have raised the money for.
- ❖ **When you are filling your fundraising target be sure to put in MORE than what has been stated to you.** This is because you must be aware that the virgin money giving account **can take up to 5% of what you raise** to cover the maintenance of the site and you using its facilities. It sounds like a lot but all previous groups have felt this to be worth it as it is an efficient and easy way of raising money. Also **do not count the gift aid with in your fundraising total!** Gift aid does not transfer at the same time as the donated money. It is only transferred through to the charities every three months because of this often this money will not get to the NGO on time and this has caused problems on past projects so **DO NOT rely on gift aid!**
- ❖ When entering the web address it is best to put the name of your host country, the year and your group (ie. nepal2013group1).
- ❖ Please put your project name and your group as your 'Fundraising team'

- ❖ Each person in the group should register to the site so that you can be added to the team's fundraising email list. By doing this, you will be notified when someone has donated to you and you can all edit the page. It is also the best way of keeping track of how close you are to your target.
- ❖ On the actual page explain about the InterVol charity and your specific project; what activities you will be doing to raise the money, how you will be volunteering while you are out on the project, how long you are there for and what all the money goes towards.
MENTION: that you pay for all your flights and living costs so the money only goes to the organisation and not on funding your trip!
- ❖ Share and post the site on your Twitter and Facebook pages- you may be surprised at how many people will donate to it once they see it.

Guild Bank Accounts

All the money that you raise in cash or cheque form can be put into your group specific Guild account (ie. Nepal Group 1). Just go to the Student Development desk and fill out a 'Paying-in' form where you will have to state how many 5p, 10p, 20p etc coins and notes you have. This will then be verified by someone on the desk. Once all the money has been confirmed they will take it and put it into your account for you. Before the end of term, the committee treasurer will transfer this money to the InterVol charity and they will in turn transfer this to your specific project.

InterVol's Fundraising Guidance

The InterVol charity have their own webpage dedicated specifically for fundraising ideas, assistance and planning, you can access it via here: <http://intervol.co.uk/#/fund-raising-guide/4554603714>

Please also note that their downloadable (PDF) fundraising guide is very helpful!

On-Campus events:

To do anything on campus you MUST fill out the appropriate forms that will be explained to you during your fundraising training and can be provided for you from Student Development.

- ❖ Cake sales and table top sales
 - E.g. – Guild (outside/inside), outside the Library, on the paths, outside halls, Muirhead, various departmental buildings, entrances of the University
- ❖ Krispy Kreme sales
 - Get in touch with Krispy Kreme (Selfridges Birmingham) and they'll be able to provide a wholesale discount
 - You can do these pretty much anywhere, just like the cake sales (above)
- ❖ Bucket shakes
 - Virtually ANYWHERE on campus – buckets can be acquired from student development (free!)
- ❖ Fab (Guild) Bucket Shakes
- ❖ Vale Fest Stall – June annually - Valefestival@guild.bham.ac.uk
 - Sell cakes, items, crafts, handmade stuff, whatever!
 - You can apply to have a fundraising stall from the email above (do this early!).

- NB: Whilst this event has good potential for fundraising there will be large competition from other charitable stalls and all profits are split with the official charities that the festival is held in aid of. Also bear in mind that adverse weather conditions can significantly reduce the number of attendees so please don't rely on ValeFest to reach your target. Furthermore, this event is held very late in the year so DO NOT wait until this point to raise a lot of your target money!!!
- ❖ Charity Sports Events
 - Organisable through the Guild and the Sports Centre

General Ideas/Events

- ❖ Awake-a-thon
- ❖ 'Don't-wash-for-a-week-a-thon'
- ❖ Silence-a-thon
- ❖ Auctions
 - Ebay! When you are putting items up for auction on this site you can actually added a charity number to make sure the money goes straight to the charity. However, if you prefer to manage it all yourself you can auction your stuff on the site then transfer the money into your virgin giving page or your guild account. This method may be better as you can then keep better track of where all your fundraising money is and having it in only one or two places means that it is easier to see how close you are to your target.
 - Memorabilia – signed football/rugby shirts
- ❖ Raffles
 - Can be easily organised and advertised to friends/family/public/students on campus through the internet (Facebook groups) and publically!
 - Email/write around LOADS of places stating the InterVol charity numbers and asking for free stuff for good cause!
 - Theatres tickets, sports tickets, weekends away, spa days, you name it, try it!
 - Items from independent retailers such as folksy.com, etsy.com are very willing to donate little items for this in exchange for a little advertising (can be done on raffle FB group etc)
 - **Obtain online raffle donations using your Virgin Giving page** (ensure people notify you that they've donated this way to keep track!)
- ❖ Car boot sales
- ❖ Sponsored marathons and activities
- ❖ Quiz nights/band nights
- ❖ Swear jar
- ❖ 'Count how many sweets are in the jar'
- ❖ DRESS UP! – Attract extra attention for your event (whatever it is!) by making yourself stand out ☺ it works!

If you want to obtain anything as a donation (ie. free cinema tickets or discounted Krispy Kreme doughnuts) you will need a letter to confirm that you are raising money for the InterVol charity. Please contact the committee at intervol@live.co.uk in advance to obtain this letter.

The committee and project co-ordinators will be keeping an eye on each group's fundraising to make sure you have full support and that everyone is doing their bit! You are a group, one person should NOT be raising all the money!

NGO Profile

- The project in Bulgaria is in conjunction with the UK charity Oxford Aid to the Balkans (OXAB).
- Volunteers from the University of Birmingham volunteer in various orphanages and centres for street children, and those from disadvantaged backgrounds across Bulgaria. This is one of InterVol's longest standing projects and has been running successfully since 2004.
- As this project works in four different orphanages the age and abilities of the children vary. While with some placements, especially the street children's centres, you might be organising sports and other outdoor activities, or, for example art, drama, or even English lessons, in others the children will be less able and less active. Your work would be restricted to more basic interaction, and to helping the staff with work around the centre.

You can look at the OXAB website for more information:

www.oxab.org.uk/balvan@oxab.org.uk

You will not know for certain which institution you are placed in until May. This is because in Bulgaria people are a lot more relaxed about making plans and rarely have a good idea of what they are doing so far in advance. This should not affect your fund raising or travel plans, however, as your fundraising target and flight destination of Sofia will remain the same.

The Volunteering

(NB: Information provided in conjunction with OXAB)

You'll be working in conjunction with OXAB (Oxford Aid to the Balkans) and, upon making contact with Katia, be placed in an orphanage, day-care or youthcentre in which you will spend the duration of your volunteering stay.

For more information on your placement and/or activities you'll be involved in whilst away, please contact Jo or Chloe at OXAB, or Katia out in Bulgaria (their contact details can be found in the contacts section of this handbook).

Orphanage/Day Care/Youth Centre:

-WORKING WITH THE CHILDREN

- Overall you should find working with the children at the orphanage/youth centre a positive and rewarding experience. If you do have problems with behaviour at times, do not take it as any reflection on how you are looking after the children- this is perfectly normal and you mustn't forget that these children have very difficult backgrounds. If the children do misbehave, make sure you stay absolutely calm and firm. If you overreact this will only provoke them to be worse! As you get to know the children, and know who are potential troublemakers, you may find it works well to split the children into smaller groups.

- You'll probably find **sharing** can be a problem among the children and equipment you bring can disappear mysteriously....**make sure that you have plenty of stuff to go around** and keep an eye that the children are sharing nicely. Often the most successful activities don't involve lots of equipment that could be fought over. **(If you are going to bring something in such as cars, make sure you have one for every child. Or bring in activities they can share such as painting.)**

- The children love cameras and will really enjoy having their photo taken. But be careful to set up clear boundaries regarding use of your camera and **check** that it's ok with orphanage staff first (also remember not to put any pictures of the children up on facebook). A nice leaving gift could be a collage of photos of the children for the orphanage/ youth centre (make sure you get photos of everyone!). Past volunteers have also said that giving cards to each child when they left was really successful. **Different orphanages have different rules, so do check!**

-The language barrier tends to be less of a problem with the younger children and within a few days you'll be amazed at how you can communicate with them. It can be more of a problem when trying to communicate with older children and staff (so bring a phrasebook!). If there is an older child/adult who speaks some English, get to know them as they can be really helpful if you want to organize things/ have problems.

-You'll find the older kids will be less interested in your activities. However, if you can, get to know the older kids and maybe organize a special activity for them. Don't forget that the older children are in just as difficult a position as the younger ones and will enjoy getting to know you. If you do get on well with the older children, it'll improve your working atmosphere in the orphanage/youth centre and they can be very useful for sorting out problems with the smaller children. **When I was out in Bulgaria we took the older children to the cinema, it was a nice change to get to speak to them without the small children wanting to play. Equally when the small children have gone for naps, the teenagers loved to just chat.**

-It often works quite well to wear a **name badge** (with your name written on in Cyrillic for Bulgaria), as it helps to kids to get to know you and your possibly unfamiliar name. This could also be a possibility with the children (if you are sufficiently organised and have a good ear for Bulgarian/Bosnian names!)

-If you are working in an orphanage there are likely to be children with mental disabilities. Often you will find these children are isolated from the others and will be sitting alone doing nothing. These children benefit so much from attention and really come out of themselves. If you can build up a trusting relationship, you'll find that they can get a lot out of your activities.

-**Avoid giving money to the children.** Also if you want to make a donation to the orphanage/ youth centre, it is best to buy the stuff you want/ if you are in Bulgaria arrange with Katya for her to buy it for you or oversee the spending, do not give money directly to the orphanage/youth centre staff. Even if you trust them, you will often find the money won't end up going where you want it to. If you want advice about spending, just get in touch with OXAB.

Activities:

Some of these activities are ambitious. It is wonderful to go in with your own ideas and plans. I would suggest going with the flow and seeing what the children want to do. You are there for them!

Oxford Aid to the Balkans- Activities Ideas

Making a rough plan of your activities is good (so you don't run out of things half way through). You may want to repeat activities that you find are particularly successful. As you get to know the kids, you may find it's most successful to run different activities at the same time with smaller groups. Don't worry too much- how best to organise it will become obvious to you as you go along.

Be ready to improvise with you activities, sometimes you'll find the children aren't as interested as you expected them to be, or if a few children are playing up it can be good to have another activity to distract them with and take them away to do. Keeping eg. a pack of cards and threads for friendship bracelets in your bag for emergencies can work well.

The kids also love activities that don't require any preparation eg. thumbwars and clapping games (learn as many as you can!) go down really well. Remember it is attention that these kids want and need and you can provide this without extensive structured activities.

Make sure you tidy up after your activities; the orphanage/ youth centre staff will not appreciate mess everywhere!

Sample activities timetables:

One group's record of 2 weeks in a Bulgarian orphanage

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
Name badges Drawing & painting Skipping/catch	Visit to VT to meet Katia	Pasta necklaces Card games skipping	Parachute games Dancing	Fancy dress Nail painting Skipping and ball games	Parachute Puzzles and games cricket
Musical chairs/bumps/statues Dancing Wink murder	Musical bumps DDG What's the time Mr Wolf	Circle games Singing with piano	Decorating notebooks to keep as journals What's the time Mr Wolf?	Watermelon treat Musical bumps and statues	Cards Massive posters to colour in, drawing round children
Day 7	Day 8	Day 9	Day 10	Day 11	Day 12

Rounders	Butterfly pictures	Games and puzzles Colouring in car templates for race	Cards Skipping	Sports day practise	Party preparation!
bubbles	Waterfight Rounders	Rounders cards	Rainbow pictures Tissue paper flowers	Sports day	Party with circle games, treasure hunt, and final presentation of gifts

-What to take:

What you can buy when you're out there will depend on whether you are in a town or a more rural area. If you can, it's a lot cheaper to buy things in Bulgaria/Bosnia and saves on packing, but if you are going to a more isolate area this will be more difficult. Bring anything slightly unusual that you need for activities with you from England.

- As much coloured paper and as many pencil crayons as you can fit in your bag!
- Pencil sharpener for the above
- Prittsticks
- Bluetack for putting the children's work up
- Bubbles
- Any old games or puzzles you have at home
- Playing cards
- Skipping ropes, balls, bats
- Any old fancy dress stuff
- Frisbees-
- Phrase/guidebook
- Bulgarian or Bosnian/English pocket dictionary (cheap and easily available in Bulgarian bookshops)
- Provisions for the party (music, balloons).
- Also, don't forget a travel adaptor (standard European socket)

-Craft Ideas:

-Activities that have a clear result/ finished product often work best as the children have something to work towards and concentrate better. The possibilities are endless, but here are some activities that have worked well for volunteers in the past:

-Drawing pictures (sometimes you might find children struggling to think of what to draw, try looking in the dictionary and writing a word in Bulgarian/Bosnian at the top of sheets of paper (eg. “dog”, “aeroplane”, “garden”) this can help and in general makes it a more focused activity which the children concentrate better on)

-Name badges/notebooks (you’ll need: big white stickers or exercise books; big marker pens; stickers, sequins, glue, glitter gel, colouring pencils: anything they can easily attach and decorate with. Just let them get on with it-do some example ones with different patterns etc)

-Butterfly pictures (you’ll need: large sheets of paper; poster paint. Do a set of examples-one of only half the painting to show that it is folded over to finish; emphasise working quickly so the paint doesn’t dry, then let them add embellishment with sequins etc (any resources used in a few different crafts like this is good))

-Flower pictures (you’ll need: large sheets of paper; tissue paper. Draw an outline, then fill in the petals with rolled up tissue, can be quite laborious! For those who bore easily, get them to cut out and stick the tissue on each petal instead.)

-Pasta necklaces (you’ll need: coloured pasta (can either be dyed with food colouring or buy tricolore!); String. Tie a knot and get threading, they can try out different patterns. To add some more decoration, have ribbons they can tie on.)

-Paper-plate masks

-Fancy dress (with scraps of material or newspaper)

-Face-painting

-Collages (cut up lots and lots of magazines and comics, so you have pictures of cars, animals, pop stars etc. This activity often goes down really well as everyone can join in and pick their favourite pictures)

-Jewellery and friendship bracelet making (embroidery threads and beads work well for this) Boys often enjoy this one as much as the girls

-Painting big posters

-Water colour paints (less potential for mess than poster paints!)

-Making pom-poms

-Papier-mache balloons

-Make up and hair stuff for the girls (the more garish, the better- glittery nailpolish, brightly coloured eyeshadow, lots of little hair clips/bands. Don’t be surprised if they make you over too..)

-Pavement chalk

-Sand art

- Making customised t-shirts
- Making playdough
- Potato/finger painting
- Simple origami (try making the chooser things. The little kids like playing with them, and the older kids enjoy the game if you can put Bulgarian words inside, eg. Beautiful, funny, silly)
- Paper plane races
- Cutting out snowflakes and chains of little men
- Sock puppets
- Making instruments out of boxes
- Peg dolls
- Flower pressing

-Games

- Jigsaws- Provides a welcome break as kids concentrate really hard on them. Bring various difficulties for different ages.
- Card games very popular especially with the boys. Snap works well, but they might want to teach you their own games
- Bingo (easy to play if you learn a few Bulgarian/Bosnian numbers, or you could play in English and make it into a language exercise to teach the kids English numbers)

-Sports

- Frisbee
- Badminton
- Bouncy balls
- Younger children especially enjoy games like “What’s the time Mr Wolf?” (“Kolko chasa gospodin Tiger?” in Bulgarian!), “grandma’s footsteps”, “Duck, duck goose” (always very popular), “red rover” “the hokey kokey”, “oranges and lemons”, “here we go round the mulberry bush”, etc etc
- Dance routines
- Rounders
- Football
- Volleyball
- Flying kites

- Obstacle course
- Skipping
- Dodgeball
- Tag (endless variations!)
- Chalk courses
- Hide and seek
- Treasure Hunt
- Paperchase
- Nature Trail
- Sports days – egg and spoon race, relay race

-PARTY!

- The kids love having a party and it gives a nice end to your visit. **Check** with the orphanage/ youth centre director before you go ahead and make sure there is a space you're allowed to use.
- Involve the children in planning and preparing for their party. Activities sessions before the party could include making paper chains and making party hats.
- Sweets, crisps, cake and fizzy pop make a nice treat for the kids at the party (but **check** with the director that it is ok to provide food).
- If you get on well with the older kids, get them involved in the party. They can be really useful for helping with the younger kids and explaining the rules of games to them.
- Bring some party music (although you'll probably find the kids have their own cooler music and some impressive dance moves!) and balloons.
- Games that go down well include pass the parcel, musical statues, musical bumps
- Only small prizes for the games

-What the orphanage/youth centre expects of you

- Observe the rules of the orphanage/youth centre
- Follow the instructions of staff/teachers
- Don't take the children outside of the orphanage/youth centre (any exceptions to this would have to be negotiated with the director, you would probably need a member of staff present)
- Keep to the hours you agree with the director and discuss the kind of activities you are going to be doing
- You are responsible for your own belongings (establish groundrules with the children, eg. carry a bag that is out of bounds to them)

-Do not pay special attention to any one child/ discriminate between children (you will often find that particular children become very clingy/seek a lot of attention, make sure that this doesn't lead you to forget the others)

-What you can expect from the orphanage/youth centre

- Giving the space and opportunity to run your planned activities
- Not abusing your trust
- Informing Katya (in Bulgaria)/OXAB of any irregularities/problems during your stay
- Keeping you safe within the orphanage/youth centre

-Safety in and around the Orphanage

-There are no particular travelling precautions required that are unique to Bulgaria/Bosnia; be vigilant as you would be anywhere, but as long as you take care Bulgaria and Bosnia are safe and pleasant countries to travel in.

-If you are staying in an orphanage, Katya advises you to keep your valuables on you at all times, so there is no risk of anything getting stolen. Be careful with your possessions in the orphanage/youth centre. It often works well to keep a small bag on you and establish clearly from the start that it is out of bounds to the children. **The kids were fine with this last year, myself and another volunteer had to take in medical items (inhaler and epipen (nut allergy)), the children asked on the first day what it was all about. We told them no touching and they never did. They were respectful and understood we meant it!**

-Problems

With any minor problems with the children, it is usually easiest to go to one of the orphanage or youth centre staff/teachers. For any more serious concern within the orphanage/youth centre, Katia should be your first port of call. It's important to talk to Katia because she has lots of experience with Bulgarian social services and can give you good advice about how best to act. If you are in Bosnia, get in touch with OXAB and we can advise you further on how to proceed.

Getting to your project

From Sofia airport:

Getting from the airport to central Sofia takes about 20 mins by minibus or taxi and an hour by bus (only recommended for those who are staying in Sofia or know their way around!)

Minibus: You can buy tickets from inside the terminal, these cost 3 euros/6 leva per person.

Taxi: These should cost about 12 lv (max 15 if traffic is bad) and seat four. Taxis in Sofia have a very bad reputation for ripping off tourists, but if you follow these rules to the letter then you should be fine.

1. First, only ever travel with yellow Alex OK taxis, as there are some scam companies (one of which is also yellow and has OK in the name).

2. Second, check the fare on the window before you get in. The correct fare is 0.65 lv per km – don't travel if it says more than this.
3. Third, ask how much it costs before you get in (kolko struva?) and finally – make sure the driver uses the meter. It's illegal for taxis to not use the meter in Bulgaria, so if they don't, they're either ripping off you or their boss.

Bus: number 84 goes from the airport to the city centre, but does not pass either the main bus station or the train station on its way. You can change buses at Orlov Most (a bridge with eagles on) and get another bus to the bus station. If you do get this bus you need to buy a ticket (plus one for each big piece of luggage) from a little kiosk (ie – mini newsagent-type stands).

Tickets cost 0.40lv each and need to be validated once you get on the bus by punching a little hole in them in one of the little devices mounted next to the windows – watch other people if you're unsure.

The **main bus station** was built a few years ago, so is new and modern. It's known as the **Централна Автогара** (central bus station). From here there are REALLY regular national and international services to practically everywhere – usually every hour to Veliko Tarnovo and Varna during the day – although you can check online at <http://www.centralnaavtogara.bg/index.php> if you want. The station basically consists of dozens of small ticket booths each representing a different company. They generally list destinations, departure times and prices on the front, so just look for one that is suitable and then practice your language skills! Look out for **ВЕЛИКО ТЪРНОВО (Veliko Turnovo)** or **ВАРНА (Varna)**. Actually, many have an English speaking staff member, and departure details are displayed in English on screens. **You may be able to get student fares with a valid student card.** Once you have your ticket, ask the ticket seller which bay (sector) the bus leaves from - each bus also has a sign displaying the destination in Cyrillic in the front. Your ticket will most likely have a seat number on it. Tickets to Veliko Turnovo cost about **18/20lv** one way, and the journey takes about three and a half hours. The journey to Varna takes 7-8 hours.

For volunteers going to Veliko Turnovo, there are three bus stations in VT – the Yug bus station, Hotel Etar and West bus station. Hotel Etar is right in the centre of town – served by the Etar and Grup bus companies – so this should be your first choice. Other companies (Union Ivkoni, Biomet) go to the Yug bus station, which is 15 mins walk/2 lv by taxi from the centre.

Make sure you tell Katia which station you're arriving so that she knows where to meet you!

The **train station** is just North of the bus stations on the same road (practically next door so only a few minutes' walk), and can be reached from the city centre on trams **1, 2** and **7** (tickets are the same as for public buses from the airport, see above). Tickets to Varna can be bought from the counters on the ground floor.

Veliko to Gorna (if applicable): 20 minute taxi journey

Project accommodation

Contact Katia (see contacts section of this handbook) as soon as possible when organising your dates etc. As you will be arranging this directly with her, consult her when it comes to how to pay for your

personal group accommodation (remember, this doesn't come out of your fundraised amount)! (in the past, accommodation has cost around £90 for the entire 2-week stay).

Katia will be able to sort you out with your accommodation. She is pretty good with this, usually ensuring that you have a decent apartment for your entire group, complete with bathrooms, kitchens and sometimes even terraces and balconies.

She also ensures that the accommodation is located VERY near your placement orphanage or day centre as well near to the centre of the town you'll be based in, focusing on bars, restaurants and supermarkets.

Food-wise, it is cheapest to cook your own meals in your apartment; however, restaurants are usually always within the vicinity when Katia arranges your accommodation, should you prefer to use them instead.

Cultural Aspect of your host country

General and Project Specific Training (Spring Term) (for further info please go to the training section)

During the spring term (semester two) you will be required to come along to a cultural and risk training session associated specifically with your project, conducted by your parent coordinator and/or committee member.

During this session the trainer (parent coordinator/committee member) will elaborate on points of notes contained in this handbook below and also on the risk assessment side of your project and the paperwork you'll need to fill in before you leave.

FAQs of culture (put together by parent coordinator/past volunteers)

a. Gender

There seems to be relatively equal opportunities for both men and women. This is due to Bulgaria joining the EU in 2007 and therefore having to change many of its governmental policies. However, there is still inequality in employment and political participation. The orphanage workers tended to be women but the director was male.

b. Sexuality

Homosexuality is not illegal but is not widely accepted like in the UK. Public displays of this nature would probably not be acceptable.

c. Family

Often children would play out in the streets without parental supervision. Hitting children is not illegal in Bulgaria. What we may think is 'rough' and unacceptable behaviour towards children in UK

ie pulling a child along by their ear or smacking a child for being naughty, is regarded as normal in Bulgaria.

d. Common practices

A LOT of Bulgarians smoke. We were often sat next to people smoking cigars or cigarettes so try and get tables inside. Even though it is illegal to smoke inside in Bulgaria some restaurants did not stop people. Katia herself smokes quite a lot but will avoid doing it near you if it makes you feel uncomfortable.

The food is VERY salty. Clearly they love their salt. And you will see them putting more salt on their salty food. They also like to pour oil on their food a lot. Shopska salad is a very common dish made of tomatoes, cucumber, feta cheese, red peppers, onions and salt. We ate this all the time while we were there. If you are at a loss with a Bulgarian menu ask for this because they will definitely service it and you know what you are getting.

Use of public transport. Buses were big and often crowded. We noted that one type of bus in Varna could hold nearly 200 people at once. Taxis were everywhere and quite cheap. The more touristy areas though increased your chances of getting ripped off for example in Sofia we got charged 10 lev for a trip that only cost 3 lev on the clock.

e. Religion

Orthodox Christianity. A lot of churches in Sofia but we did not see any in Gorna or Veliko. Not too in your face about it but as volunteers you must respect this part of their culture.

f. Clothing

There is no specific 'Bulgarian' clothing. They seem to have an 80'90's style trend in the country at the minute. Just make sure that your clothing is respectful and appropriate when working with the children ie. Nothing with skulls on. For girls no low cut tops or very short skirts or shorts. For the guys make sure your clothing has no rude slogans or offensive logos/pictures. Girls- make sure you have a long skirt in case you are taken to churches on trips. Also don't wear dresses or skirts when working with the children because you are likely to be doing lots of activities that require you to run around and play with the children and this clothing can limit what you can do.

As a general don't wear anything that you are scared will get ruined- at the end of the day you are working with kids and they are messy.

g. Typical manners, greetings and thanks of country ways foreigners should respect these

Nodding means no, shaking your head means yes.

'Ciao' means bye.

'Merci' means thank you.

h. National issues

Tourist attack on Burgas and at the airport in 2011 but these were not seen as direct threats to UK volunteers as was directed at Israeli travellers. Terrorism attacks are very rare in Bulgaria. Just keep an eye on any news reports about Bulgaria before you go to keep yourself in the loop.

i. Race

Tourism is not a big industry Bulgaria especially compared to other parts of Europe. We were often stared at but no one was particularly rude to us. It was just obvious that they were not used to having foreigners around and were curious as to why we were there.

j. Culture shock

Alphabet is totally different so you can't really even guess words on a menu or on signs. Very few people speak fluent English at one point we had to do Pictionary with a taxi driver so he would take us to the fortress in Veliko.

English people can be overly polite in an attempt to make others feel welcome and comfortable. In comparison when we were in Bulgaria some people could seem quite rude because they did not smile very often or try and interact with us much.

Overall, we adapted quite quickly to the people and their customs. There are a lot of western elements in Bulgarian like the music played on the radio and stores (in Sofia they have malls with typical high street shops like H&M).

k. Development and state of country

Recently got out of communism and there is obvious traits in the buildings and statues that remain. Should maybe read up a bit on the history before departure. Quite developed with the introduction of westernised restaurants, bars and shops near to where you will be staying.

Everything is similar to the UK. EXCEPT- the sewage systems are not as advanced therefore toilet paper is thrown in a bin rather than flushed away. This was not taken seriously by two groups (including one UoB group) that were sent out to Bulgaria this year and resulted in the people leaving downstairs getting flooded due to a pipe being blocked. NOT GOOD. Please respect this even if you think it is unhygienic it is necessary. The woman downstairs was understandably very annoyed and Katia's husband has to fix it (for free) for both groups.

Katia said that water from the tap was safe to drink. We decided to buy bottled water to be on the safe side. Volunteers can talk to Katia about this themselves if they want to drink from the taps or public fountains.

Information on local vicinity of your project

To find more information on the local town you'll be based in on your project (most probably Veliko Tarnovo) take a look at 'recreational travel in country and region' section of this handbook).

Recreational Travel in Country and Region

Lonely Planet and Rough Guides both do dedicated Bulgaria guides, which can be really useful. Although small places like Sushitsa don't even feature on any of the maps, the books are still good for general info and guides to the larger towns. Also, check out the websites: www.lonelyplanet.com and www.roughguides.com.

There are some wonderful towns and cities in Bulgaria, here are the locations for the orphanages and also where you may like to visit whilst in Bulgaria:

Veliko Tarnovo:

- Recommend Nomads Hostel (<http://www.nomadshostel.com/>) (20-22 lv for bed in dorm, private rooms available, includes organic breakfast; 10% discount for groups of 3+. This hostel has taken part in past OXAB/ZOV projects and they are very supportive of our work here.
- Small town but lots of shops and restaurants to visit. The old town area is good for souvenirs and has lovely places to eat.
- Premier Hotel (Also called Best Western in the past) hotel has an amazing roof top pool you can use for a small price.
- The fort- about a half hour/ 45 min walk from your accommodation and worth a visit as it has some amazing views of the town, so great picture opportunities ☺.
- Food shopping- CBA supermarkets, there are 3 in town and easy to find and will have everything you will need.
- There is an internet cafe near the park which can be hard to find but Katia can show you.
- The “etap” bus office is also near here- you can find times for buses to Sofia and Varna.
- Around the corner from the bus office is “city pub”- very cheap bar!

Sofia-

- Recommend staying at “Hostel Mostel”- cheap rooms, free pasta, beer and breakfast, really nice hostel located close to all the main areas of town.
<http://www.hostelmostel.com/>
- Alexandra Nevsky cathedral is lovely!
- Rila monestry you can also visit.
- Vitosha mountain.
- Hostel Mostel can arrange trips to the rila monastery and vitosha mountain, they also provide maps and free walking tours of the city.
- Lots of shops, markets and places to eat.

Varna-

- Recommend staying at Yo Ho hostel, (<http://www.yohohostel.com/>) (16-22 lv for bed in dorm, private rooms available, includes breakfast) and it has a really friendly and laid back atmosphere. Like Hostel Mostel they can also arrange trips to you and give you loads of advice about what to do in Varna.
- Near the beach and town centre. Lots of cheap places to eat and go out. There are fewer shops than Sofia but it is still worth visiting.
- Train connections to Budapest, Bucharest and many other places.
- The beach area, which is about 10 minute walk from the hostel, has lots of bars and restaurants, and can walk along the coast to the lighthouse.
- There are also buses to Golden Sands which is another, more commercialised beach where tourists go. It is busier so a bit crowded but it has stores and restaurants and more people speak English here.
- 'Happy' restaurant has loads of western food if you are missing a taste of home and it is good value for money.

Obviously this does not cover all the wonderful activities and sites available in Bulgaria so we strongly recommend that you do your own research too to see if there is anywhere that you would like to do ☺ You can visit tipadvisor.co.uk for lots more ideas!

Safe travel tips!

- ❖ **Use your common sense and your gut instincts;** don't leave things to chance or risk, especially when abroad!
- ❖ **Don't let locals rip you off!** Whether it be taxis, food stands, local stalls/shops and handicrafts, wherever! Bartering and haggling is the norm. Get a strict price in your head and don't settle for more than what you think the service/item is worth.
- ❖ **Pay in small change whenever and wherever you can** to avoid getting ripped off. Some countries have rife problems with counterfeit money so do your research bear this in mind.
- ❖ **Review emergency plans and risk assessment** a few times with your group prior to your departure.
- ❖ **Stick to your insurance** – remember, you won't be covered if you willingly partake in any activity or event that's not included in your policy, think before doing things, are you covered? You could be forced to fork out a hefty medical bill if not.
- ❖ When in busy cities always keep your **money and personal items** well concealed. Avoid keeping things in non fastening pockets and be aware that a lot of thieves operate by snatching bags or cutting straps/bag pockets. Keep your cash and your cards separate so that if you do get robbed you don't lose both!
- ❖ Try to avoid giving money to strangers if you can help it. The homeless or just plain scheming are known to target foreigners and/or westerners in many countries, and not for innocent reasons, there's a good chance they may be using you.

- ❖ **Avoid staying out after dark if you can help it** (especially in rural/quiet areas or notorious areas of towns/cities) or if in small groups. If **out at night** always take a taxi rather than walking or by offered lifts – stranger danger!
- ❖ **Girls (and boys!) – avoid travelling or wandering around alone**, always stick together.
- ❖ When taking **public transport** use licensed taxis and always keep an eye on your luggage on buses. Just because it's stored above your head or below your feet does not mean that no one will try to steal it. Most people won't experience any trouble but **don't be fooled by assuming everywhere is as safe as Britain**.
- ❖ Make sure **you board public transport as soon as you can to ensure you get a seat** and to increase the likelihood of you sticking and sitting with your group.
- ❖ **Avoid using public buses at night.**
- ❖ **If uncomfortable with standards of driving – tell the driver/staff!**
- ❖ Remember when you're travelling that culture can be very different throughout the world and act accordingly: with respect and an open mind.
- ❖ **Listen to local advice, ask the staff on-site** at your NGO before your arrival and during your stay (and for information after your departure from the project if planning to travel afterwards)
- ❖ **Keep the contact details of the staff at your NGO with you at all times, wherever you are in the country** – even before you've arrived on your project and after you've left, they live in the country, they'll be able to assist if they can.

Currency, money & Kit List

Currency and Exchange Rate

NOTIFY YOUR BANK AND PHONE NETWORK PROVIDER BEFORE YOU LEAVE AND FOR YOUR DURATION OF STAY IN THE HOST-COUNTRY/COUNTRIES– and take note of their charges for usage abroad.

When using cash machines abroad – ensure that they look safe and are safe. If they look at all dodgy, find another.

The exchange rate in Bulgaria is currently about **2.4 leva to the pound (Nov 2012)**. **You can change your money in the UK before you leave** (various Bureau de Change, however, the Post Office require a little prior warning to order it into their stores, so please bear this in mind if choosing them) **or when you get to Bulgaria**. There are banks at the airport – most have ATMs and one has a foreign exchange desk that is also open at weekends. NB. Remember that you'll get the best exchange rate in banks!

For up-to-date currency information check out: www.xe.com

There are plenty ATM machines in various locations in Sofia, Veliko and Gorna, you shouldn't struggle to find one. However, past volunteers have noted that there may be a £10 fee for every withdrawal you make from these machines, so it may be best to take most of the cash out with you.

Kit List

Talk to your entire group to see if you guys can share the weight and prices of some things

Paperwork & vital documents

- ☐ PROJECT DETAILS FORM
- ☐ EMERGENCY PLAN (for all essential contact info for home, NGO, Guild, Committee, InterVol and host-country Embassy)
- ☐ RISK ASSESSMENT
- ☐ Passport (with photocopies)
- ☐ Travel insurance (with photocopies)
- ☐ EHIC/E111 card (see 'insurance' section)
- ☐ Visas (with photocopies)
- ☐ Airline tickets (with photocopies)
- ☐ ID (alternative to passport) (with photocopies)
- ☐ Extra passport photos (if required, always handy to have!)
- ☐ Currency and/or travellers cheques (for personal spending)
 - ☐ Of host country
 - ☐ Sterling (for UK airports)
 - ☐ USD (dollars are a good hard-currency and in some countries it is seen as more desirable than the local coin)
 - ☐ Emergency money (in case of problems with bank cards/theft/loss)
- ☐ Vaccination certificates (if required of host country borders-crossings i.e. yellow fever)
- ☐ Two debit/credit cards (for personal spending)
- ☐ **Phrase books or cue cards (these can be bought online or you can make them from free resources found online)**

Generally recommended by past volunteers

- ☐ **PHONE**
- ☐ Moneybelt
- ☐ Day back/smaller backpack
- ☐ Back pack (substituting for a suitcase) (60-80 litres)
- ☐ Padlocks for bags
- ☐ Alarm clock
- ☐ Camera!
- ☐ Mp3 player/iPod
- ☐ Torch
- ☐ **First aid kit** (containing: plasters, paracetamol, ibuprofen, bandages, anti-septic cream etc)
- ☐ Water bottle
- ☐ Insect repellent and after-bite
- ☐ Books!
- ☐ Diary (document your time away!)
- ☐ Good walking shoes/pumps

- ☐ Flip flops/sandals
- ☐ Cards
- ☐ Towels (small and larger) (quick-dry towels are very easy to pack)
- ☐ **First aid kit** (containing: plasters, paracetamol, ibuprofen, bandages, anti-septic cream, antihistamine, medical tape (micro porous), safety pins, dehydration tablets/electrolyte sachets, anti-diarrhoeal tablets (Imodium), vitamins, Amoxicillin (good general antibiotic for skin infections etc)
- ☐ Toiletries (preferably biodegradable!) Toiletries (preferably biodegradable!) (shower gel, shampoo, conditioner, razors, tooth brush and paste, hair brush, hair bands, deodorant etc)
- ☐ Hand sanitizer
- ☐ Sun cream
- ☐ Aftersun
- ☐ Umbrella

Clothing

- ☐ **OLDER CLOTHES** – some activities on our projects may get ruined! Think about the kinds of activities you'll be doing and what you'll think about wearing/what would be best to wear for these activities
- ☐ Shorts/skirts/dresses
- ☐ Trousers/joggers/jeans
- ☐ Cardigans
- ☐ Hoodie
- ☐ Swimwear
- ☐ Sun hat
- ☐ Sun glasses
- ☐ Shirts/T-shirt/tops
- ☐ Underwear and lots of socks
- ☐ Warmer clothes for evenings
- ☐ Conservative clothing – longer sleeve/leg-length
- ☐ Nice clothing for nights/weekends away
- ☐ Waterproof jacket

Items needed for the project

ASK Katia before departure if there are any supplies that she needs from the UK (use your fundraised money and transfer the remaining funds over to OXAB/Katia (via InterVol)) or take it out with you.

Previous groups have stated that a lot of equipment is cheaper here in the UK than in Bulgaria and vice-versa. For this **reason liaise with Katia from the beginning in order to organise what should be bought from the UK and what can be bought in-country.**

To find out what sorts of materials you'll need to take out/find in country refer to the 'Project's Purpose – what you'll be doing' section. Also, talk to your parent coordinator about this! They experienced it last year and can recommend and assist you.

Keep in mind most airlines will only let you take 15kg to 20kg so try and not take too much out with you or you will have to pay £40+ for extra luggage. Split your items between your group.

Bursaries/funding support

Before applying you should have felt reasonably happy and confident that you could cover the personal expenses of your project. There are bursaries available that you can apply for to alleviate any strains you may have when it comes to your own personal expenses and covering them. You do need to justify why you need them usually and please appreciate that for many of them there is usually an early deadline and selection process.

To find out more info on various UoB bursaries, visit the link below:

<http://www.birmingham.ac.uk/generic/internships/funding/index.aspx>

However, we can NOT guarantee that any volunteer will be able to obtain any of this funding while doing an InterVol project so please DO NOT rely on this for financial support!

Employability

You can get official recognition for your time fundraising, training, meeting your group, working abroad and volunteering, basically all hours you've spent arranging your project pre-, during and post-departure!

- ❖ By filling out a form in the Guild stating the hours you have volunteered, you could receive certificates. All the above activities (except for recreationally travelling!) counts towards your total. For more information ask at the desk/or email Student Development in the Guild.
- ❖ **PSA – Personal Skills Award (Activity)** – if you're not already enrolled on the PSA (must complete it by Feb of your final year), apply for the Activity pathway and your time volunteering with InterVol (including the activities listed above) can contribute to your PSA. PSA is an accredited award you will gain additionally to your degree if you complete it before you leave, and is a brilliant extra-curricular asset to add to your graduate CV.
- ❖ Find out more here: <https://intranet.birmingham.ac.uk/as/employability/psa/index.aspx>
- ❖ **CV Experience** – there's no denying it, coming out of your time at University with just a Bachelor's isn't enough anymore in today's tough job-market. By proving you have dedicated your time and money towards volunteering with InterVol, you can line your CV with vital extra skills and activities you gained during your time with us.

- ❖ **Ask for a reference** – most of the NGOs we work with are official charities within their country, and they'll be more than happy to issue you an official reference after your time working with them.

Project Evaluation Meeting: Post-project Assessment (end of summer)

- ❖ This meeting will be attended by all the Trustees, a Guild representative (probably the VPC, Kate Prescott), the 2012-2013 committee members and the newly elected committee, and as many volunteers as possible. **At least one member from each group MUST attend! If there is no one there to represent your group none of you will get your deposits back.** The University of Birmingham is not the only University that is linked with InterVol so representatives from Imperial College London, Lancaster University and Nottingham University will also attend this meeting.
- ❖ The date and location of this meeting will be notified to you by the 2012-2013 committee months in advance so that you can prepare. It is expected to be held at the start of first term at the end of September or very beginning of October.
- ❖ This is the best way for all the volunteers to give feedback about their experience. This meeting is essential for the continuation of the projects and the charity in general. It is used to examine any points that need to be addressed in order to improve the organisation for future volunteers and the charities they go to help. At the start of term you will be given an Evaluation Feedback form on your project where you will be asked questions about your experience. The form should be filled out by each member of your group. However, if you decide as a group that you would all end writing the same thing you should all meet up and fill in one form collectively. Any problems that your group encountered while you were away on your projects will be discussed at this meeting.
- ❖ During this meeting the Trustees will read out correspondents from the in-country co-ordinators about each of the groups that were sent out on the projects that summer. They will explain anything they thought was good about the group but also highlight any problems that occurred during their volunteering.
- ❖ The Trustee secretary will be writing the minutes during this meeting and will send them to the in-country co-ordinators and the new committee. This will ensure that every point has been addressed and discussed properly. This will also reveal anything issues that require further investigation or discussion in order to improve all projects for the next volunteering groups.

Getting onto the Committee, AGM & Role Information

InterVol will be holding an Annual General Meeting (AGM) during the Spring Term of 2013. If you're interested in applying for a position on the committee, please see the role descriptions below and contact us if you have any questions regarding them.

In order to put yourself forward for a position you'll need to prepare a small speech (only about 30 seconds-minute or so) which you will then need to present at the AGM when your role opportunity arises. All in attendance at the AGM will then vote democratically for whichever candidate they wish to choose. Please don't be put off by this aspect of running for a position, it really isn't scary!

If you are interested, please look out for the email regarding the AGM which will be sent out at some point in semester 2 😊

President (Chair)

The President is the overseer of InterVol and all its members. They decide the strategy for the projects whilst maintaining a good relationship between InterVol and the Guild. They are the representative of InterVol both internally at the University of Birmingham and when meeting external organisations. They are the main point of contact for all volunteers with problems that cannot be dealt with by their parent or project coordinators or the Vice President of Projects or Training Coordinator. The role of president demands much of what you would expect from a society leadership role. You have to know the ins and outs of each event happening through the year. Be able to organise and delegate tasks throughout your committee, and be able to make morally right decisions throughout. As InterVol is more than just a society, you will also be the main point of contact to the Trustee Board when it comes to official charity business. Even though there may be a lot of responsibility, there will always be plenty of support, through the trustees and your committee as we will ensure the current committee can train you up so that you are prepared to run InterVol - Birmingham

Vice President of Projects

The Vice President of Projects is often the first point of contact with the committee for Birmingham volunteers. It is the role of the VP Projects to manage the parent coordinators in passing over projects to the following year groups, for example, they would ensure that parent coordinators are in attendance at and directly involved with presentation sessions, interviews, icebreakers and socials in semester 1, as well as making sure parent coordinators successfully manage their project groups throughout semester2, all of this is done in order to smoothly secure a past-group-to-present-group transition. In order to achieve this, it is their job to manage regular communications with parent coordinators to ensure that all relevant information, such as responsibilities, paperwork, personal preparation etc, is passed to the project coordinators and other project group members. This role is extremely social and active, as you will be required to work with all committee members and volunteers on a day-to-day basis.

Vice President of Internal Affairs (Secretary)

The VPIA handles all internal administration and paperwork. This includes: checking both InterVol email accounts, as well as the production and maintenance of our mailing lists and email folders; regularly checking our Guild pigeonhole; providing professional, detailed minutes for every committee meeting as well as minutes for external InterVol trustee-involved meetings. The VPIA also manages the databases and hard drives (such as the Guild computer account and our Dropbox folders) that we use to store all InterVol paperwork, documents and administration. The Secretary is

in charge of submitting and processing all society forms and requests, such as room bookings, risk assessments, activity forms and all others paperwork attached to InterVol UoBs daily, monthly and annual running. Arguably the most important role the VPIA has is to create and maintain a series of spread sheets. Such spread sheets include the Volunteer Checklist (which includes applicant contact details, semester 1 and 2 checklists, fundraising maintenance and targets, project group paperwork checklists etc). These spread sheets are of paramount importance as they are required to log, keep track of and ultimately ensure that all volunteers go through all compulsory procedures, submit all compulsory paperwork and attend all compulsory training. This role demands unwavering organisation and planning skills and is ultimately a very internal-based role which mainly works alongside the committee and Guild rather than directly with volunteers, however, it is the backbone of the society itself and is thus a very rewarding and thoroughly enjoyable role to take on!

Finance (Treasurer)

The Finance Committee member keeps track of all things financial within InterVol UoB. The role consists of keeping track of the group's level of annual expenditure by regularly checking all of InterVol's Guild accounts (current, deposits, Merazonia, Kenya, Bulgaria, Nepal, South Africa etc) and by ensuring that the Society has enough money to use for the group's general and event expenses. In order to ensure that finances are kept in as much order as possible, the treasurer is expected to facilitate their own series of checks and administration procedures. Finance is in charge of the collection and return of InterVol's financial intake, this includes collecting all volunteers deposits and insurance money (and passing insurance cash to the InterVol trustees) as well as managing the return of the deposits at the end of the year (and whether deposits have been subject to reduction for some volunteers and to ensure that this is carried through and volunteers receive their appropriate deposit amount in return). The final, and arguably, most important task (as it keeps us running!) that the treasurer is in charge of, is the annual Guild Grant application. We use this grant to ensure that our volunteers are paid for when facilitating first aid training and to assist us with our annual expenses, so it is paramount importance that we apply for it in order to obtain it and utilise it effectively. The role of finance is a demanding one, and you will be expected to have some interest and experience in cash handling, simple mathematics and excellent organisational skills. Although the treasurer works primarily with the Committee and Student Development Desk, they are also involved directly with the volunteer groups and their own financial fundraising management.

Training Coordinator

The Training Coordinator organizes all the training that volunteers need to complete before going on their projects and contacts them when training is approaching. They are in charge of managing and ensuring that all volunteers attend the necessary training and contact any volunteers that may have missed sessions in order to reschedule or compensate for what is missed. In some circumstances, the training coordinator will be in charge of managing and presenting a training session itself. The role of Trainer is very rewarding one and requires unwavering organisation and planning skills. Training works directly with the Committee regularly (particularly VPIA when logging volunteer training attendance) as well as working with the volunteers themselves during training sessions.

PR (up to two spaces available)

The PR Committee member is in charge of all media-related aspects of InterVol UoBs running and advertising throughout the year. The role of PR is particularly autumn-semester intensive as they have to manage and facilitate the successful planning and running of InterVol's stall at the Fresher's Society and Fundraising fairs, normally held over two days during Welcome Week. PR are also in charge of the advertising of presentation sessions across campus and electronically University-wide to ensure that InterVol is as widely marketed to all students as possible and thus raising the chances of a high application intake for the following summer's projects. PR are also in charge of producing weekly or monthly newsletters, to ensure that all Committee members and volunteers are kept in-the-loop with all of InterVol's activities and to spread the word for our great causes by advertising project group events etc! The PR role also encompasses the organisation and carrying out of our socials throughout the year, such as sending emails out to all volunteers and past and present. PR works closely with the Fundraiser Committee member to ensure that all fundraising events are as widely advertised as possible to secure good turn-out to the society's fundraising events. Ultimately, PR is a very sociable, active and fun role to be apart of! You will be expected to be creative and utilise your own personal initiative, skills and motivation to come up with unique and original ways of getting the InterVol name heard on campus and beyond.

Fundraising (multiple spaces available)

InterVol Committee Fundraisers are involved with creating Society events on (and off) campus to ensure that the Society's Guild bank account have as much cash as possible to help with the general day-to-day running and administration of InterVol. They are expected to plan a series of different kinds of events that are open to all students and staff at UoB, regardless of whether or not they are members of the society itself. In the past, fundraisers have planned and executed such successful events as: band nights, bake sales, rag-swaps, socials, sponsored runs, raffles etc. Fundraisers are also encouraged to approach trust fund organisations and other corporate bodies in order to secure funding to help us run as well as to extend our corporate network links. Fundraisers work closely with Finance and PR to handle the cash collected and advertise the events. Ultimately, the role of Fundraising is very a sociable and engaging role to be involved with, as you will be directly involved in what makes charities generally tick and progress. You will be expected to be confident and friendly as well as have good organisational and planning skills. A unique and creative take on things is always a bonus too to ensure original events are thought-up and generate a good chunk of cash.