

CLUB OF VOLUNTEERS 2021 --- MANUAL



Zavod Voluntariat



**EUROPEAN
SOLIDARITY
CORPS**

This manual is intended for youth workers and non-governmental organizations that are interested in long-term continual work with youth and in linking volunteering with education. In this manual, we present know-how that has been achieved during the existence of the Volunteers Clubs by Zavod Voluntariat. We believe our experience may serve as a good practice example and an inspiration for other NGOs and institutions, which are looking for a strategy on how to involve the volunteers on long-term basis and help them raise their competences to achieve better position in their personal and professional life.

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ABOUT ZAVOD VOLUNTARIAT

Zavod Voluntariat is an NGO working in international volunteering, the organization is based in Slovenia. The mission of the Voluntariat Institute is to promote the ideas of peace, social justice, sustainable development, international cooperation and solidarity through volunteer work and volunteer projects.

We believe that international volunteering is beneficial for the personal development of an individual, for the promotion of social justice, for intercultural learning, and for education for peace and tolerance.

Our vision is a world of peace, social justice and sustainable development, where people live together in mutual respect with a view to resolve conflicts without promoting any form of violence.

More information is available at the website: www.zavod-voluntariat.si



THE CoV MISSION

The Club of Volunteers (CoV) that operates within Zavod Volontariat was established already in 2001; however, since then it went through various changes. Specially the last year when we had financial support from European Solidarity Corps programme.

The CoV at Volontariat is a space devoted to the promotion and realization of active citizenship among young people in Ljubljana. It gathers young people who have the desire for voluntary work, international networking/dialogue, overcoming various forms of discrimination, and social engagement. In CoV, young people carry out activities (initiatives, projects) that they have thought up themselves, and at the same time they learn and gain experience/skills in a relaxed and supportive environment. Young people who are active in CoV are quite independent, but when they need help they receive it from ZV staff or experienced volunteers.

The last year Volontariat had a great opportunity to support the group of 5 volunteers with more mentoring and financial support and their ideas could really come alive.

Otherwise CoV is partially formed by EVS volunteers in ZV, who change on the annual basis, therefore CoV has different dynamic every year. CoV is also shaped by local volunteers who have been either active for few years now or just entered the world of volunteering. Thus CoV changed over the years and had different groups working on different topics. Nevertheless, young people have always played the key role in CoV since it has been a place for realization of their ideas and gaining social skills. Young volunteers are also largely associated with other organizations according to their interests.

**The CoV is about
finding the community
of likeminded people.
It's a place for your
ideas to come alive.**

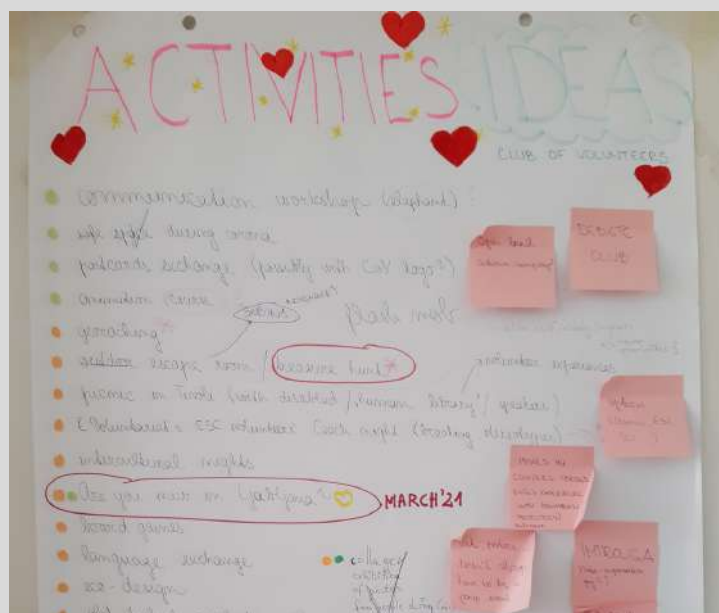
THE COV PROJECT GROUP

How did the group of 5 volunteers work?

First we had a big support from our trainer Katja, who is the directress of Zavod Voluntariat. We had trainings on the topics of Youth Work, Non-formal education, Global Education, Facilitation, Project Management, PR and marketing in NGO. With these trainings we gained even more confidence we can implement this project and take the CoV to the next stage. It gave us independence. We see this as a big step towards more sustainable Club of Volunteers, that has more clarity and motivation to run.

Now we established a group that is the main leading group for running the CoV, it help us develop our competences even further and offer support to the rest of volunteers joining our activities. For continuation we would like to establish working groups with us being mentors and transfer our knowledge to the new comers and the ones who would like to take our position in the future.

In the year of 2021 we focused on runing workshops and giving a bit of normality back to our lives that were affected by Covid-19. So with the help of our trainer we planed our activities, take a flipchart and write down all ideas, dividing them to strictly offline and possibly online events. Throughout the year we would add more ideas and look at the flipchart for inspiration for the next events. Looking back, this was a really useful thing to do in the beginning, when you're full of energy, inspiration and motivation.



Dividing the work



As we are 5 different personalities with 5 different desires and goals, we divided the tasks according to this and we also tried to put ourselves out of comfort zones to gain more from this experience.

So Maja is the analytical and organized one thus she was in charge of the budget and logistics of our project.

Viktorija is the one with connections in the sector so she networked with other NGO's, too over external communication, book places etc.

Tadeja was our leader who took care of the group, organized meetings, pushed us when there was lack of motivation and take care of our volunteers/participants.

Maria thrived doing workshops, organizing them, coordinating our activities etc.

And the one who took care our work is paid of with attendance of volunteers and participants was Urška. She did PR and dissemination.

Nonetheless we all felt equals and a great connection and flow throughout . We were also all in charge for implementation of our activities thus we all did at least one. More of them were group work and we also had volunteers implementing them and we offered them organizational support.

We are more than grateful to have this opportunity, to see how it is to plan a project from beginning to an end, to see what it means when unexpected happens, how it is to work in a group, to realize your passions and to be supported in the process.



WORKSHOPS & EVENTS



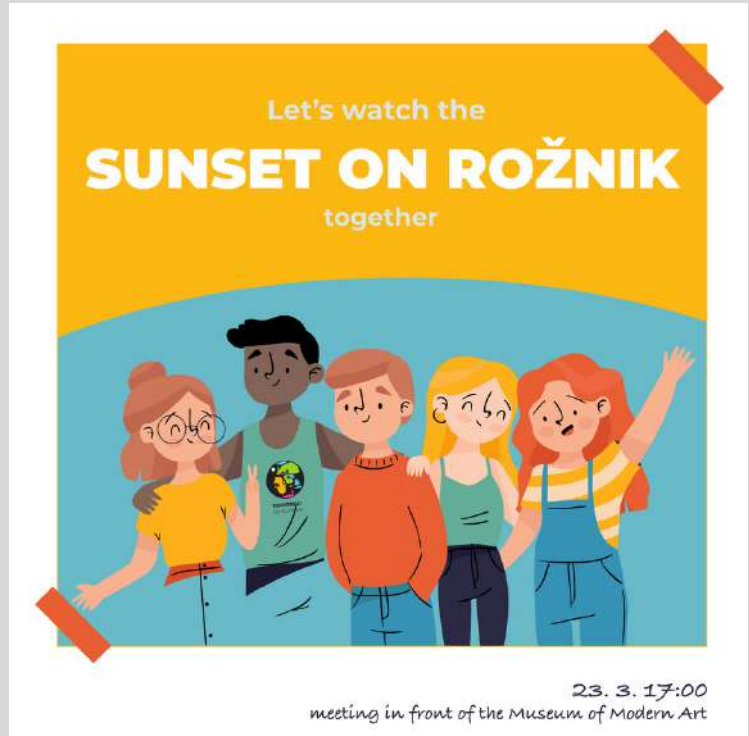
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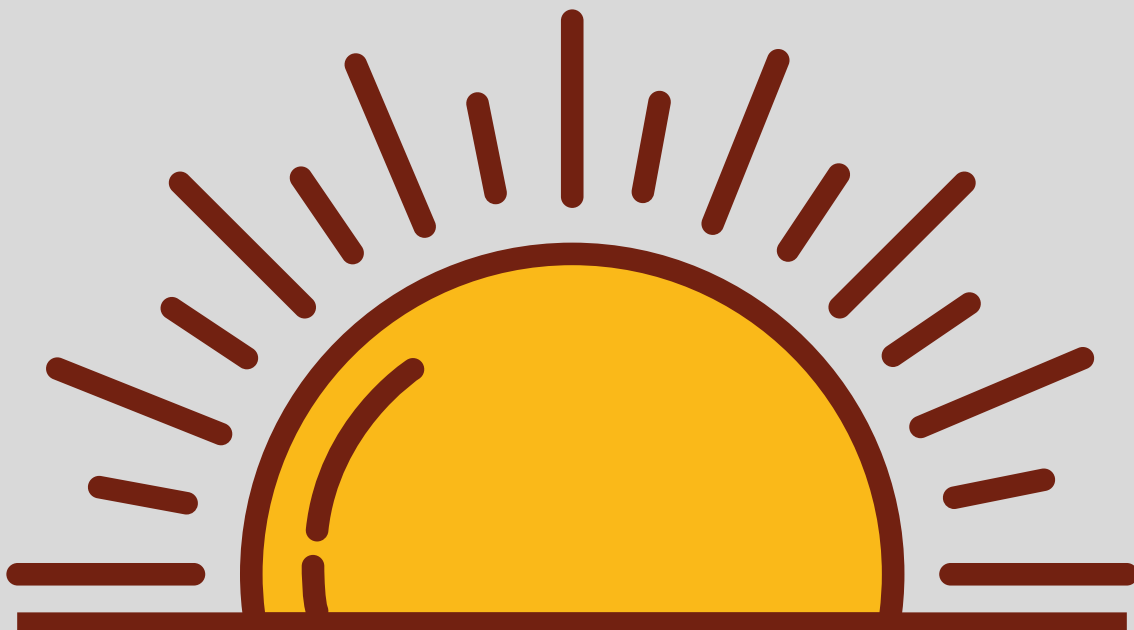
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Sunset at Rožnik 23. 3. 2021

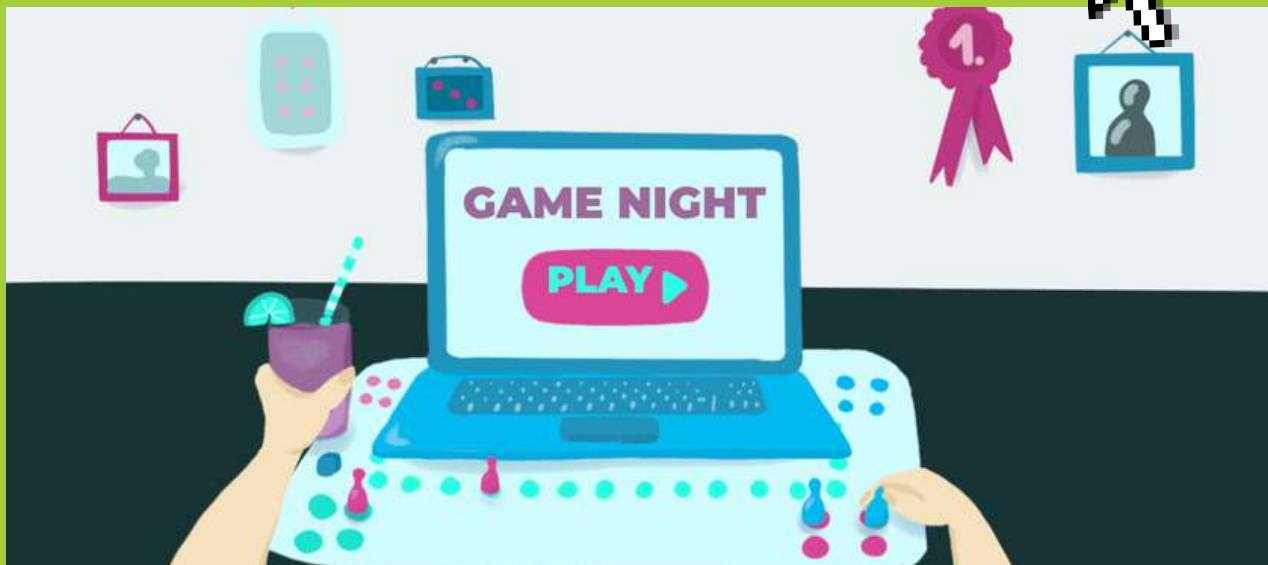
Our first event turned out great! Although we weren't sure how it should look like as we were affected by the pandemic we quickly got the idea of how it should feel. Due to uncertainties with Covid-19 measures, we decided to organise something outside, and inviting ESC newcomers, of course our main point of focus was Rožnik and its famous sunsets. We also invited already active people of Club of Volunteers.



And having preestablished Fb group helped a lot. Nine of us met in Tivoli and walked to the Rožnik hill. The people who came became our regular participants and good friends throughout the whole year.



Online game night 8. 4. 2021



Because of Covid-19 restrictions and our love for board games, we decided to organise an online game night. The advantage of the online format was that we also met volunteers living outside Ljubljana. Before the event, we tried various online tools for playing board games and in the end, we decided on the platform called Tabletopia where we played a superhero card game. We were seven in total, which turned out to be the optimal number considering we were coordinating an online board game for the first time. One of the participants also showed us the Gartic phone and to this day we like to use this platform during online events.



Jam session 21.4.2021



From a random talk about music among our Erasmus+ friends, we quickly realised that among us there were many musicians who moved to Ljubljana with their instruments, but all of us were missing music and the opportunity to play with someone else. So we gathered friends and friends of our friends in our office, brought various musical instruments and spent an evening sharing our favourite songs and teaching each other traditional songs from our countries. This musical intercultural evening later became a nice tradition also outside the Club of Volunteers' activities.



Colombia talk 18.5.2021

The Colombia talk was organised with the group of Columbiand who were in Ljubljana trying to raise awareness about the protests in their home country, Colombia, which were rather superficially covered by the European media. These expats agreed to meet with us for a talk about the situation following the tax reform and about Colombia in general. We were so touched by the talk that we immediately started talking about a possible follow-up event.



Seed bombs 31.5.-1.6.2021



Seedbombs are little balls mixed from soil, water, seeds of various flowers and clay, which you can later throw around parks and hope for a beautiful result:~) We met with our group and learn how to do them. After meeting and learning how to make seedbombs, we contacted the France Prešeren kindergarten and organised a little workshop for one class of older kids. In addition to making the seedbombs we read a story about the life of a little flower. The next day, when the seedbombs dried in the sun, we went for a little walk together, throwing the seedbombs around the yard of the kindergarten.

SEED BOMBS



brighten up public areas



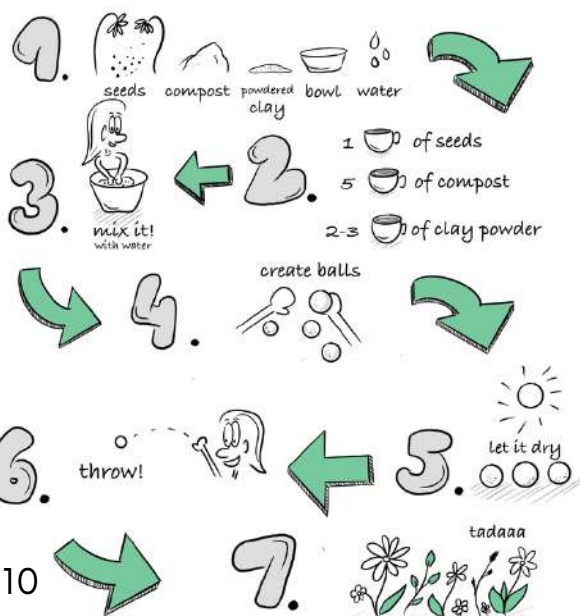
make places around you to blossom



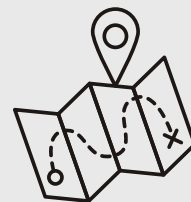
shoot the bombs



wait for the results



It's not just Erasmus 5.6.2021



From our personal experience, we know that searching for options for living, studying, or working abroad is not easy, especially thanks to the abundance of programs either within the European Union platforms or others. We wanted to help the participants by sharing our knowledge and experience, and to encourage them. Based on the incentive from Voluntariat to cooperate with ESN, we contacted the Ljubljana branch of ESN and asked them to promote the workshop among the Erasmus+ students. We prepared flipcharts with basic information about various opportunities for youth and also icebreakers and interactive games to add a bit of fun and also to ease the learning process.

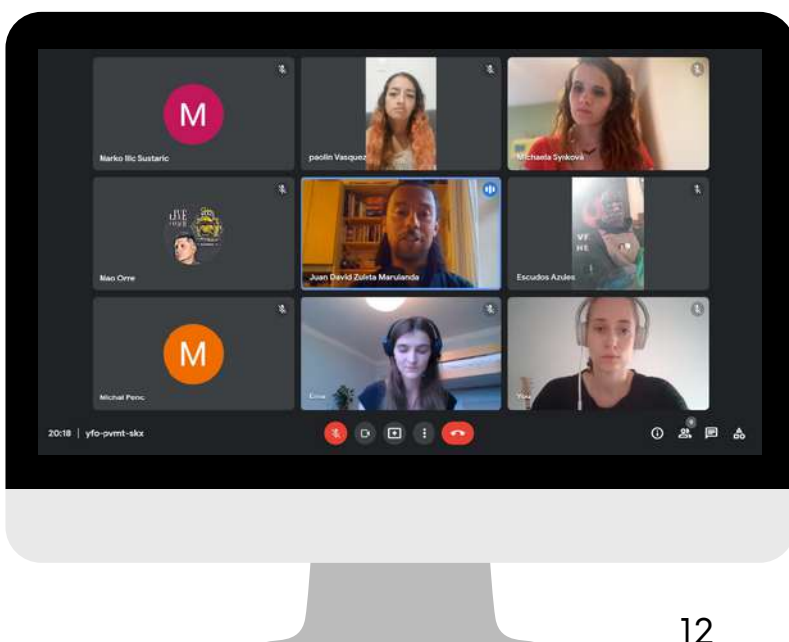


A couple weeks later we had the opportunity to repeat the workshop during Voluntariat's youth exchange in Maribor. We extended the workshop and also created a complex description of the whole session together with all used materials and graphics. This way we wanted to make it easier for anyone to recreate our workshop and spread the word about the amazing opportunities nowadays' young people have.

The Colombian Spring 15.6.2021



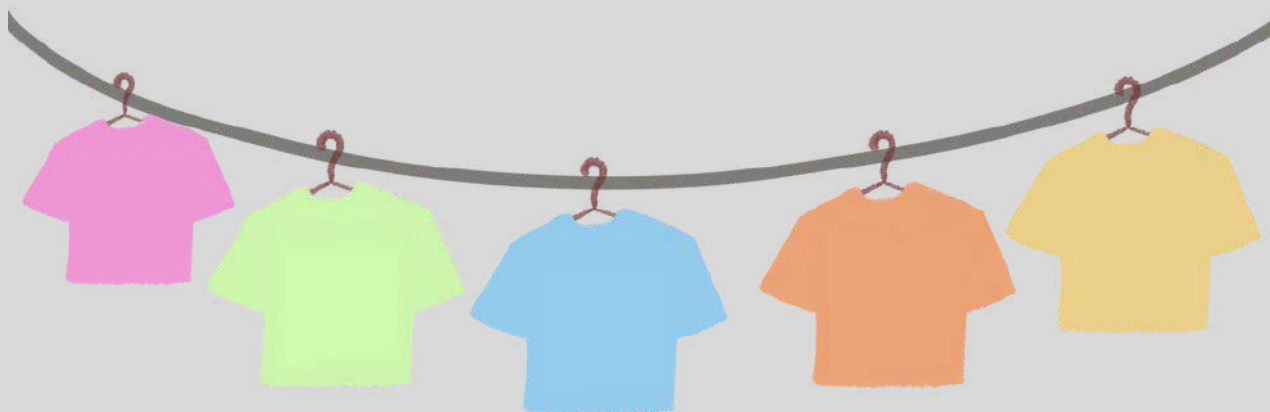
In order to spread the word about the ongoing protests in Colombia even further, we agreed with Juan, an active Colombian expat in Slovenia, to organise an online discussion with special guests from the very center of the protests - common citizens, a family of a deceased young protester, and two members of Primera linea. The meeting happened over Google Meet, with Juan and Maria as moderators, and with the great help of two student volunteers from Charles University in Prague, who were simultaneously translating the speeches of our guests.



As a final product of the event we released an edited video from the discussion with english translations. The information about the event and the video was later shared on SCI website within the 100 actions for peace initiative to commemorate 100 years anniversary of SCI.

Clothes Exchange 23.6.2021

The Clothes exchange was a follow up after the same event from 2019. We went through our closets, invited people via posters and social media to do the same, and in cooperation with Knjižnica Reči built up an outdoor clothes exchange. The Clothes exchange was open for anyone to come and take whatever they like - ideally in exchange for some of their fashion pieces.



Picnic in Tivoli 17.8.2021



This event had one big and simple purpose: to slow down and reconnect with our group and volunteers. Summer was, as it usually is, full of events, travelling for holidays, and we after lockdown period we had difficulties to meet and organise our activities. Thus we decided to have picnic which would reconnect us and help plan further activities. As is our good tradition, we brought a couple of musical instruments, games, juggling balls, fruits and soft drinks, big blankets, and spent a warm summer evening in Tivoli by talking, singing and playing.

Mladi Zmaji festival 27.8.2021

Mladi Zmaji came up with an event to give different organizations the opportunity to present their activities to the community of Bežigrad. We also attended and presented a little bit about volunteering (adapting the topic to the audience - there were mostly kids). We brought colourful papers, pens, markers, watercolours, brushes, sticky notes and lots of glitters, and asked the kids to use their creativity to express what they think volunteering is and what it means to them. After that they could go through a little path marked with strings, to check what volunteering actually is and in what forms one can volunteer.



Scavenger hunt 27.10.2021

Scavenger hunt was an opportunity to enjoy the last warm and sunny days in Ljubljana before the winter. We created a list of fun and challenging tasks in different levels of difficulty, created groups of 2-4 people, and set off on a run in the center of Ljubljana with child-like carefreeness. Everyone had so much fun and wanted to continue, so we even had to prolong the game time. After that we all met in

Ljubljana, 27. 10. 2021

SCAVENGER HUNT

EASY 1 point

Take a picture with a dragon	<input type="checkbox"/>	Take a picture of a clock in half hour position	<input type="checkbox"/>
Take an unusual picture with a sculpture	<input type="checkbox"/>	Take a picture of something which begins with letter H	<input type="checkbox"/>
Take a picture at a burek place (if it is a selfie with a burek seller, you have 1 plus point)	<input type="checkbox"/>	Take a picture of the entire team jumping	<input type="checkbox"/>
Take a picture with Ljubljana	<input type="checkbox"/>	Make one of the teammates appear really small	<input type="checkbox"/>
Take a picture with an icecream	<input type="checkbox"/>	Take a picture of something that bounces	<input type="checkbox"/>
Take a picture of one of your teammates with his or her clothes on backwards.	<input type="checkbox"/>	Take a picture of your team in a mirror	<input type="checkbox"/>
Pose like a mannequin. And take a picture of you like this near the store window.	<input type="checkbox"/>	Take a cute photo with autumn leaves	<input type="checkbox"/>
	<input type="checkbox"/>	Take a picture of a musical instrument	<input type="checkbox"/>
	<input type="checkbox"/>	Run through all the three bridges and measure your time	<input type="checkbox"/>

your time was:

HARD 2 points

Find a person who looks similar to one of you	<input type="checkbox"/>	Take a picture with a person with a red scarf or hat	<input type="checkbox"/>
Take a picture with foreigners from 3 different countries	<input type="checkbox"/>	Take a picture of one team member under the table	<input type="checkbox"/>
Take a picture with an animal	<input type="checkbox"/>	Get some food for free	<input type="checkbox"/>
Run alongside of a person riding a bike	<input type="checkbox"/>	Take a picture with a waiter	<input type="checkbox"/>
Join a group of people (and take a picture together)	<input type="checkbox"/>	Take a picture of a fancy meal (you didn't order)	<input type="checkbox"/>

EXTREME 3 points

Take a picture with a police officer	<input type="checkbox"/>
Take a video of at least one team member dancing right in the middle of the Prešeren square (at least 20 seconds)	<input type="checkbox"/>
Follow 5 new people on Instagram and make them follow you back	<input type="checkbox"/>

Exchange the pen for the biggest/worthiest thing

+2

Café Romeo for tea and pancakes, counted the points and announced the winners. The winners got a little prize from Voluntariat.



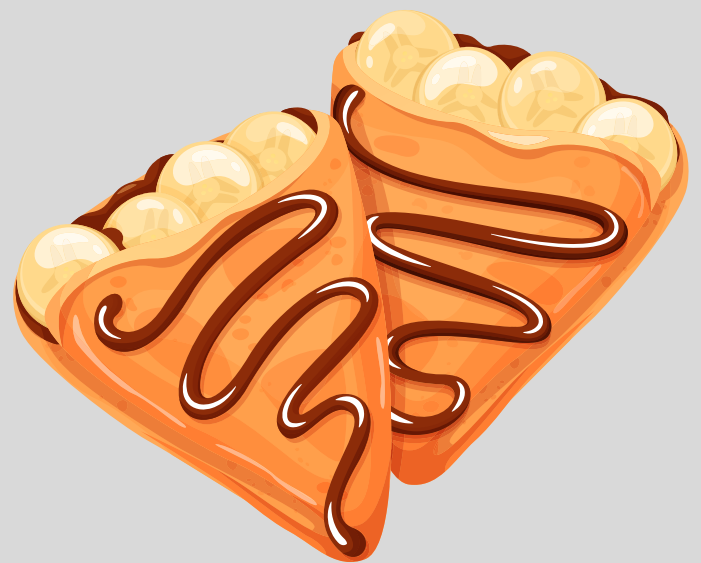
Halloween jam session 31.10.2021

Since our first official music event, the jam sessions have become a tradition. Approximately once a month we meet for a couple hours at friends' places, or in summer in Tivoli. And because some of the CoV members were leaving Ljubljana, we decided to organize a jam session where it all started - in Voluntariat. We also decorated the office in halloween style. This jam sessions were really an added value to all our international volunteers and friends.



French afternoon + crepes 3.11.2021

Our friend Laura, a french intern in Humanitas, wanted to share with us a bit of the famous french cuisine and agreed to teach us how to prepare true french pancakes - Crêpes. The event was held in cooperation with Mladi Zmaji Bežigrad. We used their kitchen and invited the local kids for a late afternoon snack. While waiting for the dough to rest (yes, that is a thing with french pancakes), we played a "Who am I" game using famous french landmarks and dishes.



Climate fresk 29.11.2021



The Climate Fresk is a collaborative educational workshop about the causes and consequences of climate change. Our Viki became a facilitator for Climate Fresk, and so we organized the very first Climate Fresk afternoon at Voluntariat. The group was composed of both climate change “experts” and beginners, which gave us all opportunity to learn from the knowledge of others and to open our minds to new opinions.



CoV breakfast 1.12.2021

Or better said Breakfast of Change. We meet at Mladi Zmaji Youth Centre in Bežigrad and prepared breakfast with local food. The idea was that beside networking and socialising we talk about something important, something that is helping changing the world, something that gives meaning to our lives and something that is raising critical thinking.

Our main tool was webpage <https://www.exchangetheworld.info/changemakers-1>, and on basis of this we talked about social enterpernuarhip around the world. We were looking at experiances of volunteers which were gathering stories from social enterpernuers from Asia and South America and compering them to the ones in Slovenia.



Escape room 8.12.2021



After attending the Escape room of Socialna Akademija as "guinea pigs" in autumn, we were so excited that we immediately started planning the event also for the Club of Volunteers. And the team at Socialna Akademija was luckily also happy to test the game on some more people. The escape room is about the challenging and sometimes demotivating process of searching for first employment as a young person, but both our teams managed to overcome all these challenges easily!

Climate fresk at Ekologi brez meja 3.2.2022

To practice the facilitator skills, Viki contacted local non-profit organizations with focus on the environment with an offer to organize Climate Fresk workshops for them. Ekologi Brez Meja got excited by the idea, and so this wonderful workshop happened!



Climate Fresk is a collaborative educational game about the **causes and consequences of climate change**.

By making relations between cards representing individual elements of climate change, participants **learn about the relationships between our actions and natural processes**.

All data comes from the **reports of the Intergovernmental Panel for Climate Change (IPCC)**.

WHO IS IT SUITABLE FOR?

- group up to 16 participants
- age 16+
- willingness to communicate in English

The workshop is based on group intelligence and sense-making, **no previous knowledge of climate change is needed.**

3 hours

- reasoning
- creativity
- discussion

VOLUNTARIAT **CLIMATE FRESK**

Vládcové vesmíru concert 11.2.2022



To conclude our volunteers wonderful year-long ESC experience in Ljubljana, we got the amazing opportunity to invite a band from Czech Republic to share an unforgettable evening with our colleagues, friends, their friends, and everyone who has been with them/us during the past year. Luckily for us, in Mladi Zmaji Črnuče there are people just as excited for music as we are, and so they offered us the space and a cooperation with their volunteers in photography, sound-technics, lights and everything else on a professional-like level!



Final jam session 22.2.2022

Being full of excitement, inspiration and creative energy from the concert of VlÁdcové vesmÍru at Mladi Zmaji, we decided to host the final jam session and conclude the tradition where it started - at the office of Voluntariat. This time we put special attention on playing folk songs from each of our countries, since we met in a colourful national compilation - Czech, Russian, Spanish and Slovenian.



Walk to Rožnik 25.3.2022

To conclude the CoV year, we decided to organize a final event similar to our first one - a walk to see the sunset on Rožnik. During our walk we played a little get to know each other game trying to find as many similarities as possible.



Thank you

**CLUB OF
VOLUNTEERS
2021**



**Zavod
Voluntariat**