

LESS IS MORE, SIMPLICITY IS HAPPINESS

Minimalist Yasam Kulübü

PROJECT RULES



Venue

Bursa, TÜRKİYE



5 Participants from each country

Age between 18-30 years old



This project has been accepted by Turkish National Agency. https://www.ua.gov.tr



1.You must listen and care for the organization's warnings. Please don't forget that each country has a different cultural background. So we have different habits and features and something can be a problem for you. It is advised to take care of the warnings.

2.We will carry out evaluation activities at the end of each day and on the last day of the project to see our improvement through the project. With quizzes, and questionnaires, the participants evaluate everything related to the project. Through these evaluations, we will evaluate not only the project conditions but also each other's performances in the activities. For this reason, we would like you to write your names and signatures on the evaluation papers. Evaluation is for everything like teams, activities, cultural nights, etc.

3.After the culture night activities, we usually party with all the participants. However, when it is 01.00 am, everyone should go to their rooms in order not to be late for the activities on the other day. Since it is very important for us to participate in all the activities in the project. And after that time, no one should leave their rooms and make any noise in order not to disturb anyone.

4.During the project, using drugs such as weed, and marijuana is adamantly forbidden. It is very important: The use of weed, marijuana, and any kind of drugs is strictly prohibited in our projects. During the project, when the users and suppliers are identified, their participation will be canceled. When faced with such a situation, the police forces will definitely be informed of the incident. We request you to pay attention to this issue.

5.The project does not have to take place near the city center. It can be held in a village or town.

6.Sometimes, the hosting organization can let a team leave earlier because of their urgent job. It is up to the hosting organization.

7.In these conditions below, a participant cannot be allowed to stay in the project and they can't take any ticket money;

a person comes late to activities all time without any valid reason,

a person disturbs other neighbors or participants,

a person who is racist, negative, bad-tempered.

a person uses violence,

a person doesn't give necessary documents to us.

8.You will have a chance to visit and tour the city center. The free time will be given to you for this. But we do not have a city tour opportunity. But if the participants want, we can organize it altogether. If we cannot, you will have free time wherever you want to go.

9.Travel, individual support, inclusion support for organizations, organizational support and exceptional costs included in the project budget will be used by the host organization. Participants will not demand any money other than the travel amount up to the upper limit (only the ticket expenses they have made and in accordance with the rules).

10.There will be 1 Facebook Group and 1 WhatsApp Group for the project. Also there will be 1 Facebook conversation group for each country. You have to be member of all this groups. We will send you the link of those groups before the project

11.According to the Programme guide, all participants have to take out travel and health insurance.

12.In projects funded by the Erasmus+ program, it is obligatory to disseminate all activities carried out within the scope of the program through social media. In order to disseminate the project, posts are made by the participants in project groups such as Facebook, Instagram, etc. If anyone has a concern regarding this issue, he/she should not participate in the project. All participants participating in the project accept and undertake that the photos and videos to be taken during the project will be published on social media platforms such as Facebook, instagram, youtube etc. for the purpose of dissemination.

I read and accept the rules.

Your Organization:

Signatures:

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**LESS IS MORE, SIMPLICITY IS HAPPINESS**

**Participants' Task:** You must care for the scheduled time, be kind, respectful, positive, eliminate the borders, have maximum fun, be cheerful and try to be a part of the solution. Please don't forget that we just try to eliminate the prejudices, xenophobia, and the borders between the countries. We just share our experiences with you. Please trust our friendship and experiences about projects. Participation of the participants who created problems during the project will be canceled. So, please pay attention to this. Be kind, have fun, share your experiences and miss us when you go home.

**Partnership:** When we need to make a decision we will make it altogether since each country is equal in the project.

**Don't Forget:** Neither project is a school, nor is a holiday. Care for program and rules and have fun! TRUST OUR EXPERIENCES ABOUT PROJECTS. THIS IS THE BEST WAY FOR YOU. YOU SHOULD DO THREE THINGS FOR THIS. Relax, relax and relax.

**Team Leaders:** You have to collect and manage your team, share their problems with us kindly and try to be part of the solution. Because good leaders can change everything positively or negatively. If somebody doesn't join the program without permission, you should find and learn her/his problem. Share this problem with the organizer to solve it. Sometimes, some participants may be sick. Of course, they cannot join the program then but we should know that situation.

**About The System:** In projects, the organizer doesn't have to give reimbursement before final report. Final report takes one year nearly. But generally, if everything is okay, we give your money in maximum 6 months.

**We are waiting for positive, cheerful, friendly, anti-racist, helpful people. Don't forget that PROJECTS ARE MADE ALTOGETHER. IF A PROJECT IS SUCCESSFUL, IT IS ALL TEAMS' JOB. SO, WE ARE A BIG TEAM AND WE CAN SUCCESS THIS ALTOGETHER.**

**THERE IS ONLY ONE DIFFERENCE BETWEEN HOSTING ORGANIZATION AND PARTNER ORGANIZATION: Hosting organization knows the conditions and projects the city better than the other teams. That is all.**

**These rules are written to maintain peace among the participants. These rules are all for both the Youth Exchanges and The Youth Workers' Mobilities. Even in youth Mobilities, we will choose a leader in order to provide a smooth process in our project.**

I read and accept the rules.

Your Organization:

Signatures:

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**LESS IS MORE, SIMPLICITY IS HAPPINESS**

MAXIMUM REIMBURSEMENT PER PERSON	
COUNTRY	PER PERSON (€)
Türkiye	€0
Poland	€320
Lithuania	€320
Portugal	€360
Italy	€320
Georgia	€320

For Plane you can check:



[skyscanner.com](https://www.skyscanner.com)

**ARRIVAL:** Please seek out the most cost-effective flight or bus option from your hometown to the project location. Before purchasing your ticket, please reach out to us for confirmation. Detailed information regarding transportation to the hotel will be shared on the project's Facebook group.

IF YOUR TICKET PRICE IS OVER THAN MAXIMUM AMOUNT, then you can make maximum money. But if it is lower than maximum money, then you will receive your expenses. The rest of it will be used by us for the materials to be used in the project.

**Example 1:** For your country, the maximum money(limit) is 200 Euros. Your ticket price is 150 Euros. We pay 150 Euros to you and the other 50 Euros will be used.

**Example 2:** For your country, the maximum money(limit) is 200 Euros. Your ticket price is 250 Euros. We pay 200 Euros (maximum limit for you).

Please be informed about green travel by asking your organization.

By signing this agreement, I acknowledge that I will be reimbursed for my travel expenses upon presenting receipts and tickets. I consent to the organizers using any remaining funds from the project's travel grant for other project expenses or purposes. I am fully aware of and understand all aspects of this arrangement.

I read and accept the rules.

Your Organization:

Signatures:

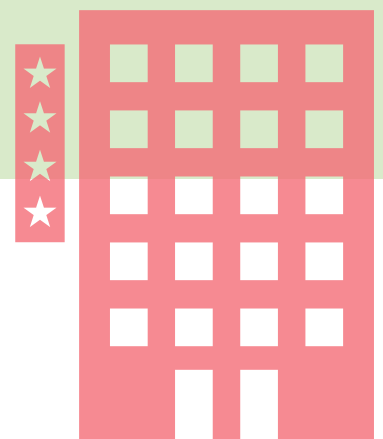
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## ACCOMMODATION

1. Detailed information about the hotel, including all necessary details, will be communicated through the project's Facebook group.
2. Accommodations are arranged in hostels three days before the project begins, with no alterations thereafter. Participants should bring personal items such as towels and sheets. Accommodation may follow a camping-style arrangement, such as bungalow houses, and participants should be prepared for this setup. Evaluation of accommodation is not permitted.
3. Participants, organizers, and leaders unwilling to stay in organizer-arranged hostels can opt for alternative accommodations at their own expense. However, full participation in project activities is mandatory.
4. Participants are responsible for any damages incurred to their rooms or belongings during their stay.
5. Accommodation may involve sharing a room with up to eight people, although the typical occupancy is four to five participants per room, subject to change based on the venue.
6. Project activities do not include coffee breaks, snacks, or similar provisions, and participants should acknowledge this upon arrival.
7. Potable water will be provided if not available from the fountain.
8. Food offerings may vary based on the host country's culture, and efforts are made to cater to participants' preferences.
9. Participants dissatisfied with the provided food may seek alternatives at their own expense.



I read and accept the rules.

Your Organization:

Signatures:

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## **MANDATORY DOCUMENTS TO BE BROUGHT BY PARTICIPANTS TO THE PROJECT PLACE**

1. Your name, surname, dates, and price information must be written on your tickets.
2. You must have both arrival-departure tickets, boarding passes, and invoices.
3. All the tickets must be from the economy class. The business class will not be accepted.
4. You cannot receive reimbursement if you lose your boarding passes. You have to present them as well.
5. We need a copy of your passport with the stamps that you get on the borders. You should immediately get their copies on the airport. If you use your IDs, you should present their copies too.
6. The open-date tickets are not accepted. Every ticket must have a specific date on it.
7. You have to present the original tickets to us after the project.
8. If you use a private car or bus (from your country), you have to bring your gas invoice from gas station, you should explain that how many km far away from your home to the project place and you have to give a calculation of km and gas price. If you rent a car or bus, the price of renting can not be reimbursed. We can give only the gas price which you used. If you use a taxi or Uber, this expense will not be covered by us. Only public transportation will be covered.
9. When you go back, you must upload your departure boarding passes too.
10. Participants whose nationality does not belong to the country they are coming from must have a document showing their residence in the county they live in. This document can be a student ID card or a residence permit. The National Agency asks us to do your reimbursement. Please pay attention. These rules are all from the rules in the project system. These documents are requested from us during the audits.
11. If the ticket that was first purchased and sent to us is changed later, only the tickets that were sent the first will be paid back. E.g; Your arrival ticket is 100 Euros, your return ticket is 100 Euros, but at the last moment you decided to change your return ticket and bought a ticket for 150 Euros. The total ticket price was 250 Euros with the latest change. However, even if your maximum ticket price is 275 Euros depending on the distance, we will pay you on the first ticket you buy, ie 200 Euros. So the difference is not paid.
12. If you buy your tickets together and there is more than 1 name on tickets, everyone will present for himself/ herself.
13. On first day (travel date), you will give us all your tickets, visa documents, passports, boarding passes and sign the tickets list one by one! That's why before coming here, everyone must fill into the ticket list.

I read and accept the rules.

Your Organization:

Signatures:

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**TO GET YOUR REIMBURSEMENT**

**After the project;**

- 1.You must go your home maximum in three days.
2. The team leaders must take his/her own team boarding passes, original tickets, original residence permit or student ID e.t.c and take their photos.
- 3.You must upload all your necessary documents to the reimbursement system.
- 4.Bank commission belongs to participants. And it changes according to each country's procedures.
- 5.You cannot arrive at the project 1 day later than the first day of the project or leave 1 day earlier than the last day of the project. For this, you should notify us before you buy your tickets. Otherwise, we cannot guarantee to pay your reimbursements. It is a rule set by European Commission. But you can come earlier than the first day of the project and you can leave later than the last day of the project. ( three days earlier-three days later)
- 6.The daily plan can be changed by our organization. Some features can be negotiated with the participants and new changes can be made on the estimated schedule.
- 7.You have to care for the estimated daily plan and participate to the activities except some certain unexpected situations like illness.
- 8.We have to provide your accommodation and meals during the days of the project. However, if you stay longer, you will have to pay for your own expenses
- 9.Obeying the rules are very important in terms o your participation. In case you do not follow the rules and bring the necessary documents, your participation will be canceled and you will not be able to get your reimbursement. In this case, your hotel expenses will not be covered. It is very possible to have problems in a project with 40 different people. However, we should apply these rules in order to provide peace, so it is very important to obey them.
- 10.You should be member (sign up) to [www.zift.org](http://www.zift.org). You will get access to REIMBURSEMENT page after you sign up. You should do reimbursement request to all of your tickets 1 by 1 to the reimbursement system.

I hereby approve that all remaining grant items, except for the money that was paid to my travel expenses on the condition that it would be given to me - to my sending organisation-, can be used by the host organisation as they wish in this project or other projects. Accordingly, I approve the use of other grant items by the host organisation as they wish as long as travel money, food and hotel are provided up to the maximum amount written in the infopack.

**Reimbursements' to be completed usually take 4 months. So, your reimbursement will be in your organisation's or leaders' accounts on 9th SEPTEMBER 2024. Reimbursement can't be earlier than 9th SEPTEMBER 2024 or can't be later than 9th SEPTEMBER 2024.**

I read and accept the rules.

Your Organization:

Signatures:

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## LESS IS MORE, SIMPLICITY IS HAPPINESS

A flight ticket is a document or electronic record, issued by an airline or a travel agency, that confirms that an individual is entitled to a seat on a flight on an aircraft. The airline ticket may be one of two types: a *paper ticket*, which comprises coupons or vouchers; and an electronic ticket.

**IMPORTANT :** It has got your full name, flight route, dates and prices. If there is no price in your tickets, you must have invoice.



### SALES

PEGASUS HAVA TAŞIMACILIĞI A.Ş.  
Address: Aeropark - Yenışehir  
Mahallesi Osmanlı Bulvar No:11/A  
34912 Kurtköy Pendik/İSTANBUL  
Central Reg. System No: 0723004708500017 -  
Büyük Mükellefler V.D.: 723 004 7085  
Web: <http://www.flypgs.com>

Passenger Name: YOUR NAME  
Ticket No: 6242196635090  
Issued By: INTERNET  
Document No: PCS2196635090  
Date: 28/10/2018

From	To	Flight No	Departure Date	Departure Time
Istanbul-Ataturk (IST)	Izmir (ADB)	PC3305	07/11/2018	17:40

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Service Type : FLIGHT  
Fare : 77.99 TRY  
Service Fee : 10.00 TRY  
Other : 10 TRY QÇ  
Airport Passenger Service Charge : 20.00 TRY VQ  
Sub Total : 117.99 TRY  
Total Amount : 117.99 TRY  
Payment Type : CREDIT CARD ( 557367\*\*\*\*\*7626)

Here is a flight ticket. It has got full name, route (Istanbul to Izmir), date (07.11.2018) and price (117,99 TRY)

I read and accept the rules.

Your Organization:

Signatures:

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DO NOT FORGET!  
ARRIVAL DATE  
3rd May 2024

DEPARTURE DATE  
9th May 2024

**LESS IS MORE, SIMPLICITY IS HAPPINESS**

A boarding pass is a document provided by an airline during check-in, giving a passenger permission to enter the restricted area of an airport and to board the airplane for a particular flight. At a minimum, it identifies the passenger, the flight number, and the date and scheduled time for departure.



**This is the boarding pass which travel agency gives at airport. As you see, it is written "Boarding Pass" on it.**

**Boarding pass**

Name: ??????????????????  
 Ticket Number: 5662412420579  
 Security Number: IST-074  
 FQTV  
 Special Services  
 Baggage Allowed: 1 PC



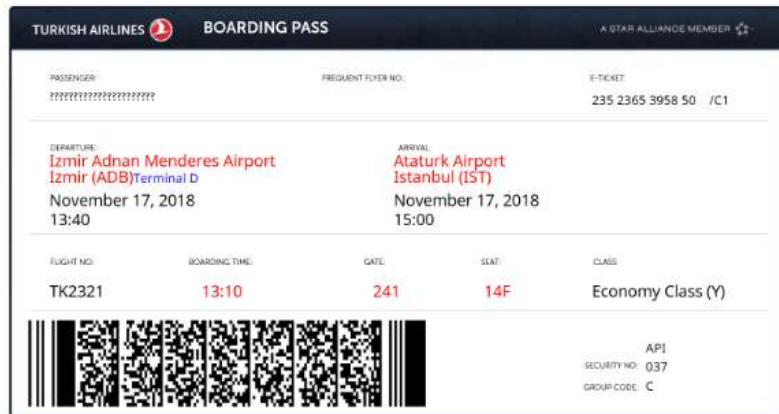
**ECONOMY CLASS**

From: IST - Istanbul Ataturk, Istanbul  
 To: KBP - Borispol, Kiev



Boarding Time	Departure Time	Departure Date	Terminal	Seat	Class
15:50-16:20	16:30	17 Nov 18	I	25D	Q

Operated by UKRAINE INTERNATIONAL AIRLINES



**IMPORTANT!**

Check for changes to your boarding gate on the airport screens. Don't forget that passengers arriving late at the gate will not be allowed to board the flight.

**These are also boarding passes. If you will do online check-in, you will get an e-mail like these. As you see, it is written "Boarding Pass" on them :)**

I read and accept the rules.

Your Organization:

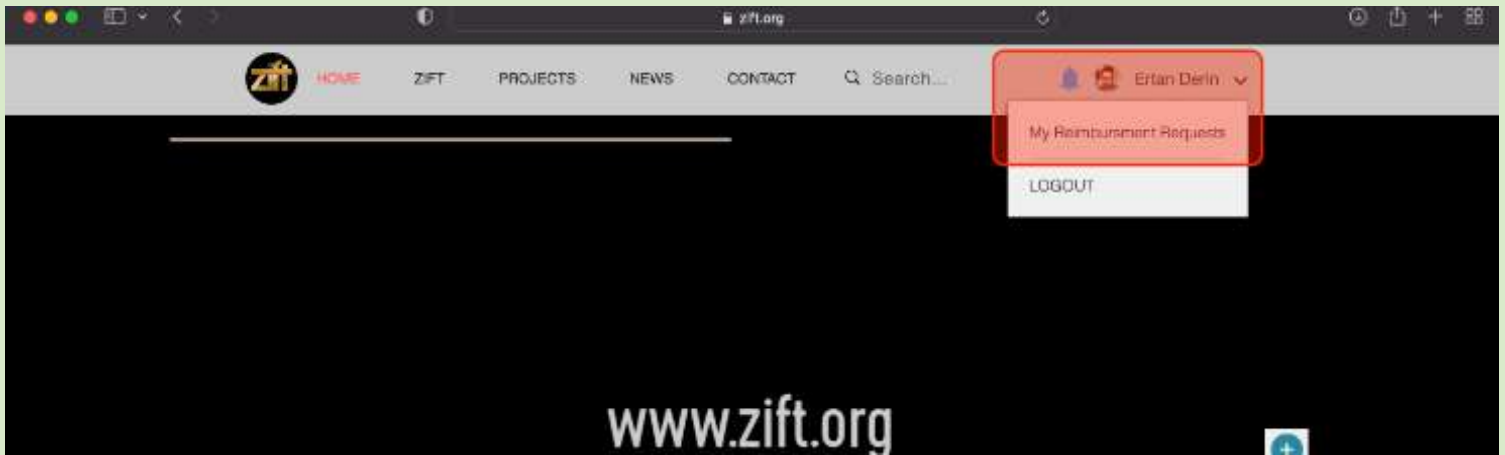
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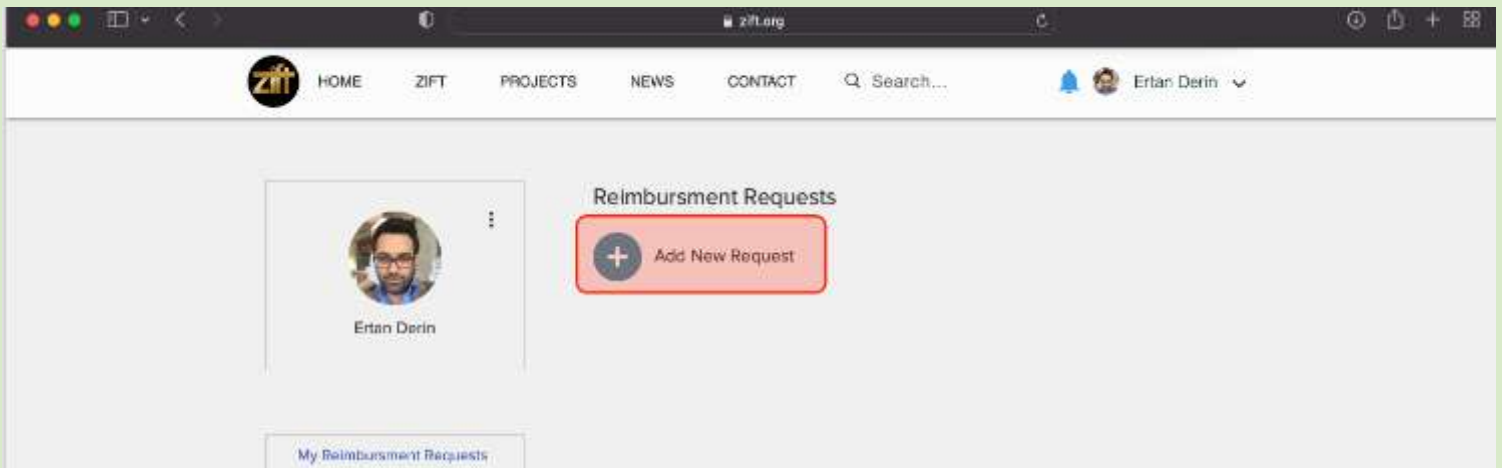


## REIMBURSEMENT REQUEST

1. First you should be member (Sign Up) of [www.zift.org](http://www.zift.org)
2. After you Sign Up, you will see “My Reimbursement Request” under your member area (Up-Right Corner). Click this and go to “My Reimbursement Request” page.



3. On “My Reimbursement Request” page you will see ”Add New Request”. You should click to add a new reimbursement request.



4. You will see this page to create a new reimbursement request.

I read and accept the rules.

Your Organization:

Signatures:

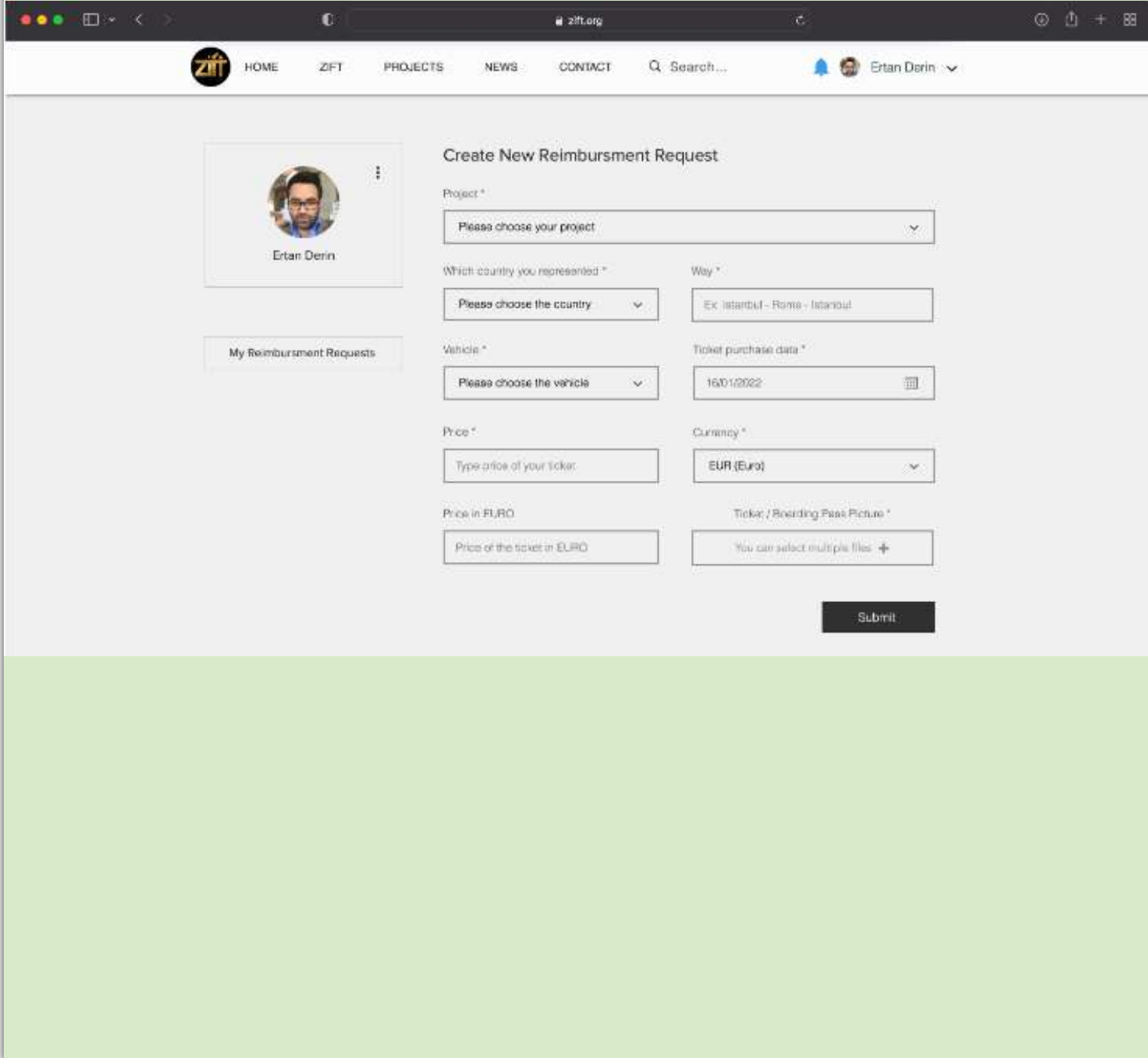
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# REIMBURSEMENT REQUEST

4. You will see this page to create a new reimbursement request.



I read and accept the rules.

Your Organization:

Signatures:

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# REIMBURSEMENT REQUEST

## 1.IDENTIFICATION DOCUMENTS (ID, PASSPORT, RESIDENCE PERMIT, STUDENT ID etc...)

### 1A. IDENTITY CARD

If you traveled by your ID card;

1. Add New Request
2. Way: Write "Identity Card"
3. Document Type: Choose "Identity Card"
4. Price: Write 0 (Zero)
5. Upload Photo of your ID (Both Side of your ID Card)
6. Submit It

### 1B. PASSPORT

If you traveled by your Passport;

1. Add New Request
2. Way: Write "Passport"
3. Document Type: Choose "Passport"
4. Price: Write 0 (Zero)
5. Upload Photo of your Passport
6. Submit It

Also if you traveled by your passport and if you get stamps at the border on your passport, you should upload the stamps pages from your Passport.

### 1C. RESIDENCE PERMIT

If you are from different country than you represented and you have Residence Permit from represented country which you represented in the project;

1. Add New Request
2. Way: Write "Residence Permit"
3. Document Type: Choose "Residence Permit"
4. Price: Write 0 (Zero)
5. Upload Photo of your Residence Permit (Both Side of your Residence Permit)
6. Submit It

### 1D. STUDENT ID

If you are from different country than you represented and you are a student from represented country which you represented in the project;

1. Add New Request
2. Way: Write "Student ID"
3. Document Type: Choose "Student ID"
4. Price: Write 0 (Zero)
5. Upload Photo of your Student ID (Both Side of your Student ID)
6. Submit It

### 1E. FAMILY PERMISSION

If you are under 18 years old than you should have a family permission and add it to the system;

1. Add New Request
2. Way: Write "Family Permission"
3. Document Type: Choose "Family Permission"
4. Price: Write 0 (Zero)
5. Upload Photo of your Family Permission
6. Submit It

I read and accept the rules.

Your Organization:

Signatures:

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## REIMBURSEMENT REQUEST

### 2. TRAVEL DOCUMENTS (TICKETS, BOARDING PASSES)

#### 2A. PLANE TICKETS

1. Add New Request
2. Way: Write your tickets route from where to where
3. Document Type: Choose "Plane Ticket"
4. Ticket purchase date: Write when you buy the ticket
5. Price: Write price of your ticket
6. Curreny: Choose the currency of your ticket
7. Upload Photo of your ticket
8. Submit It

For e.g: You have a flight ticket from Rome to Istanbul and another flight ticket from Istanbul to Rome so you have 2 seperately flight tickets than you should upload those tickets seperately. First Rome to Istanbul and write the price and second Istanbul to Rome and write the price.

But if you have flight tickets on one ticket Rome – Istanbul – Rome than it means it is a one both way flight ticket and you should upload this ticket and write to the rotue Rome – Istanbul – Rome and write the price.

If you have multiple flights you should write all stops when you upload your tickets. For example: You are from Italy and you have Project in Istanbul but you have flight ticket from Rome to Budapest and Budapest to Istanbul on 1 ticket so you will upload this ticket and write Rome – Budapest – Istanbul. But also you should upload Rome – Budapest boarding pass and Budapest – Istanbul Boarding pass seperately.

#### 2B. BOARDING PASSES

Please dont forget all boarding passes should upload seperately

1. Add New Request
2. Way: Write your boarding pass route from where to where
3. Document Type: Choose "Boarding Pass"
4. Ticket purchase date: Choose when you buy the ticket
5. Price: Write price 0 (Zero)
6. Curreny: Choose the EUR (Euro)
7. Upload Photo of your Boarding Pass
8. Submit It

Dont forget for each flight you should have boarding passes. It is an obligotary, you can not get on the plane without boarding pass, it is international rules. And also you should upload your all boarding passes separately. Note that boarding passes are so important that if you do online check-in after a while you can not reach your boarding passes on the aircompany system and you can not get it back, that is why please be sure you have a copy of all your boarding passes.

#### 2C. BUS / MINIBUS TICKETS, TRAIN TICKETS, SUBWAY / METRO TICKETS, FERRY TICKETS

For your each tickets you should make a new request;

1. Add New Request
2. Way: Write your tickets route from where to where
3. Document Type: Choose your ticket type
4. Ticket purchase date: Write when you buy the ticket
5. Price: Write price of your ticket
6. Curreny: Choose the currency of your ticket
7. Upload Photo of your ticket
8. Submit It

Your all tickets should have your name, route and price on it.

I read and accept the rules.

Your Organization:

Signatures:

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## REIMBURSEMENT REQUEST

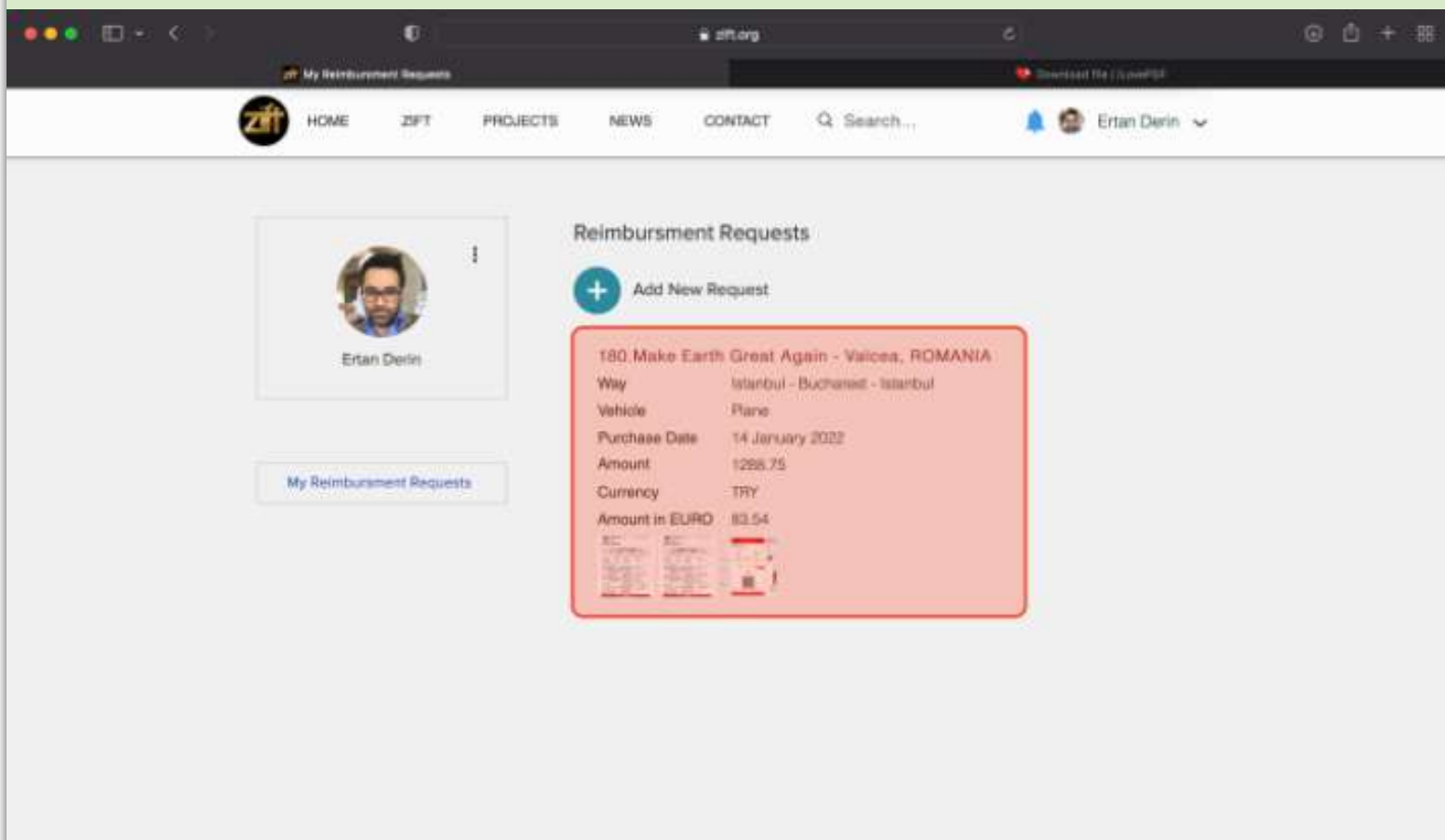
### 3. VISA DOCUMENTS

If you used visa;

1. Add New Request
2. Way: Write Visa
3. Document Type: Choose Visa
4. Ticket purchase date: Choose when you buy the visa
5. Price: Write price of your visa
6. Currency: Choose the currency of your visa
7. Upload Photo of your visa
8. Submit It

You should upload your visa invoice and also if you get stamp on your passport for your visa you should make another request and upload it to.

After you finish the form click “**Submit**” and wait. You will redirect to the “**My Reimbursement Request**” page and you will see your last ticket which you added.



Now you can make a new request add your next ticket.

I read and accept the rules.

Your Organization:

Signatures:

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I read and accept the rules.

Your Organization :

Date :

No	Full Name	Signature
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1	.....	.....
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## **For more projects:**

**Explore the world and learn together  
with the help of Tavo Europa.**

**Join the group with more opportunities:**

**<https://www.facebook.com/groups/186132221744993>**

## **The Traveler Pass 2024**

**You are welcome to join our  
new educational programme for 2024!**

**Dive into non-formal learning exploration  
for a 50 euro fee that will unlock your  
potential to join all youth exchanges,  
study visits, events in Lithuania  
and abroad until the end of the year!**

**Please do not pay any fee until you  
receive a confirmation letter to join the programme.**

**If you want to join the project,  
please fill the application form,  
whether you have already  
participated or not.**

**Bear in mind that Tavo Europa keeps the right  
to send most suitable and motivated  
participants to all of our projects**