



# HOW TO PREPARE FOR A PROJECT?

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# 01. WHAT IS A PROJECT?



## YOUTH EXCHANGE

It is an opportunity for young people aged 13-30 to grow as individuals and make connections. The exchange programme is designed to strengthen their skills, help them to become active European citizens and acquire important life and professional skills.



## TRAINING

This is your chance to gain experience and skills in youth work. The initiative promotes professional development at different levels and provides valuable learning experiences through mobility projects. The result: youth workers who have improved their skills and qualifications, contributing to high-quality project implementation, international cooperation, etc. Such projects are aimed at participants over 18 years of age.



## DIFFERENCE BETWEEN PROJECTS

While both types of projects are considered youth projects, youth exchanges are geared towards being tailored to the needs and interests of the young person (adolescent or young adult), focusing on the acquisition of specific knowledge. In contrast, training is aimed at people who are already working with young people (or who will be working with young people in the future) to acquire new skills, exchange experiences and exchange contacts with other colleagues working with young people in Europe.

# 01.1 EXPLORER'S PASSPORT 2024

Tavo Europa presents an adventure for energetic young people and fearless youth leaders. Unlocking the key to limitless possibilities: the Explorer's Passport 2024.

The Explorer's Passport gives you access to a wide range of events, youth exchanges and study visits organised by Tavo Europa.

How does it work?

**Apply:** we notice your interest and motivation to participate, submit your application through our website.

**Selection process:** our team selects participants with unparalleled enthusiasm and skills.

**Take care of your passport:** open up a world of possibilities once you have received your invitation and purchased your 2024 Explorer's Passport! You will go through the same selection process as the other participants each time.

ATTENTION: Remember that you will only pay for your Explorer's Passport once you have been officially selected to participate in at least one 2024 activity. The passport is valid until the end of the year, for all exchange projects and events taking place during that year.

# 01.2 LEARNER'S PASSPORT 2024

Tavo Europa presents an adventure for fearless youth leaders and workers. This is the Learner's Passport 2024.

Immerse yourself in a world which combines hands-on training, events and exciting youth work initiatives. This type of passport will allow you to take part in training, events and other curated programmes working with young people.

How does it work?

**Apply:** your passion, commitment, vision - show what you've got!

**Selection process:** our team selects individuals with unparalleled enthusiasm and skills.

**Take care of your passport:** open up a world of possibilities with your 2024 Learner's Passport!

Every time you go through the selection process, we see active and cooperative members, so don't worry.

ATTENTION: Remember that you will only pay for your Learner's Passport once you have been officially selected to participate in at least one 2024 activity. The passport is valid until the end of the year.

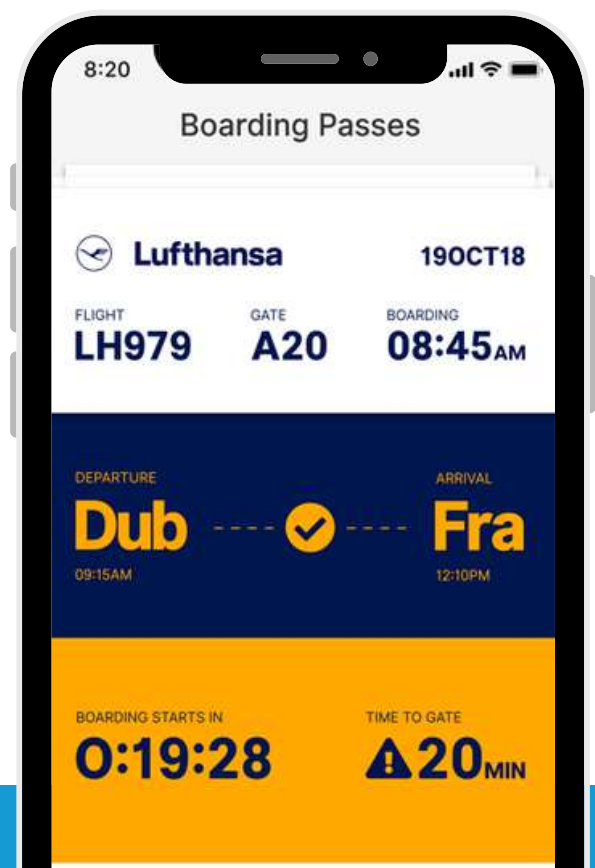
## 02. THE NEXT STEP

Congratulations on acquiring your entry into the youth project! We very much hope that your active participation will not only enrich your experience but also provide you with valuable knowledge that will be useful in the future. However, you may be wondering - what's next?

- Join the Facebook group, your coordinator has already sent you the link to this group in your invitation letter.
- Check out all the posts in the group for host organisation contacts, preparation materials, general information sent by the host organisation, etc. Don't forget to check the group and respond to messages when you are tagged in them.
- Find the most suitable travel plan and share it with the organisers before buying tickets. This is a **mandatory and very important step** to ensure reimbursement, as well as to be able to talk to the organisers and find answers to questions in advance. Usually, if they are locals in the area, they can give you even more information on how to find the best transport options and they will know when to expect you.
- Once the organisers have confirmed your ticket, we recommend that you start purchasing your ticket immediately. It is usual for ticket prices to increase closer to the start date. Safe travels!



- Don't forget to keep all your documents: **invoices, tickets, boarding passes, airport transfer tickets, bus and train tickets, as they are essential for receiving your compensation and reimbursement will not be paid without them.** We therefore strongly suggest that you buy your tickets and check-in online, as it is much more convenient and there is less risk of losing them.



# 03. WHAT TO HAVE DURING THE PROJECT?

Preparing and packing can be a difficult task, but:

- Read the information slides - there's usually a list to help you.
- Take the essentials: medicines, toiletries, a towel and any other things you think are necessary.
- Sometimes there is a requirement to take at least one laptop to help you with your tasks.

If you need to prepare something:

- Host organisations sometimes have their own forms to fill in.
- Read the information slides and announcements in the group and check your email - these are the main channels through which you will receive information.

## Cultural Evening

Cultural Evening – an important and fun evening where participants have the opportunity to showcase their country's culture and traditions and share the various snacks and meals they bring with other participants.

During the evening, there will be various activities to showcase Lithuanian culture and cuisine. This could be anything from cold beet soup making workshops, traditional dances or songs, Kahoot quizzes or informative presentations. We invite you to share any cultural elements that you find appropriate. However, it is important to maintain a respectful, inclusive and fun atmosphere for all participants.



# 04. TRIP PLANNING

How you will travel to the project is already included in the information pack, usually:

- Travel by public transport (plane, train, bus). Please note that these journeys need to be planned very carefully.
- Travelling by car or minibus provided by us: for projects where travelling by car is the most practical option, we offer the possibility of travelling by a lightweight minibus. Participants can usually drive themselves to the project site and return. This option allows them to enjoy a comfortable and smooth journey to the project. It is important to note that the car provided is a manual transmission car.

*Tools for planning independent journeys by public transport:*

- *Skyscanner - to get a complete picture of your journey. It offers a convenient platform for exploring different travel options. Or you can try Kiwi.*
- *Browse airline websites and check prices based on the options shown on Kiwi. However, we recommend that you purchase your tickets directly from the airline rather than Kiwi.*
- *Alternatively, you can use Skyscanner or Google Flights.*
- *If you find the journey too long or complicated, consider travelling from other major cities such as Riga and Warsaw. These are easily accessible from Lithuania by train or bus, and often have a wider choice of flights.*

Some useful observations for you:

- There are many options for bus travel: FlixBus, Eurolines, Ecolines, Lux Express.
- Rome2rio will help you plan your international travel by land.
- You can usually bring hand luggage to take with you to your project.
- **Always have a budget in mind and plan for a trip within it.**
- If you book several flights to reach your destination, make sure you have enough time between flights to change planes. This will allow you to find your gate conveniently and avoid the rush to board the next flight.

**Do not hesitate to contact your host organisation or your coordinator if planning your trip becomes too complicated or if you have any questions. We are here to help.**

**Each participant must have his/her own health insurance with compulsory COVID-19 cover and an EHIC (European Health Insurance Card) card. Contact details for insurance can be found in the group, or you can choose your own insurance from a trusted source.**

# 05. PREPARATION

You already know about the trip, the cultural evening, so these are two good starting points.

Sometimes different organisations have different requirements, so check if there are any messages or emails from the coordinator about additional forms you need to fill in, or if there are any main WhatsApp or Facebook groups that all participants in a project need to join.

If there are additional tasks, such as a presentation or a workshop, that each team has to organise, you will usually be informed about them. Don't be afraid to take the initiative, share the information with your team and start preparing.

Sometimes there are country's team meetings where you can prepare and ask questions. Information about everything is posted on the country's team's Facebook group.

**Follow the group, keep up to date with your colleagues and the coordinator, be active!**





# 06. SPREAD OF INFORMATION AND FUND REINBURSEMENT

- **What is spread?**

Spread is an activity you carry out after the end of the project and that is linked to the project. Usually, the project explains what you have to do to be reimbursed. You can expect activities such as sharing knowledge about the project and Erasmus+ projects in general, posting on your own or your sending organisation's website or social networks, organising a seminar for friends and colleagues, sharing the results and objectives achieved during the project. Sometimes part of the spread is the feedback you give to the host organisation, either by answering questions or just writing a general overview - what you liked and what could be done better next time.

- **What is reimbursement?**

This is the act of recovering the amount you spent on your trip. Once you have completed the spread, submit it to the host organisation and additionally share all the documents related to the trip: invoices, boarding passes, tickets, booking confirmations, and if you have physical tickets, send them by post to the host organisation. Once they have reviewed and approved the documents and the distribution, you can expect to be reimbursed. If not, once you have received their feedback, share the missing documents and ask them to review them again.

**It is also very important to cooperate every step of the way by being proactive, responding to emails from the host organisation and your coordinator, and remembering your responsibilities.**

**Every project is based on European values that you should follow: respect, equality, tolerance, communication and cooperation, so don't forget that.**

**Sometimes additional rules may apply - the host countries will explain everything in the first days of the project.**



# 07. FAQ

If you have further questions, please see the FAQs on the website [tavoeuropa.eu](http://tavoeuropa.eu) or click on the illustration below.

If you do not find the answer you are looking for, please contact your coordinator.

