



ESC Project: Youth Centre 'DE TAKEL'

INFO PACK 2025

Dear volunteer,

First of all, let me welcome you to ESC Long Term Volunteering Project 2025-2026, congratulations!

You have applied to this wonderful youth project and we are looking forward to meeting you.

In the next pages you will find more practical information and arrangements for the next months that are important for you to know before and during the experience.

Read it attentively, and if you have more questions don't hesitate to contact us. We are here to help you before, during and after this project.

Warm Greetings,

Bosco Base & Youth Centre De Takel Team

Introduction 'De Takel' Youth Centre is a Don Bosco organization in Oostende Belgium, that hosts

European volunteers to help and support the youth house. This is a place where young people from 12-25 come together to play, build relationships and socialise with each other. The group of youngsters that mainly come to the centre come from different backgrounds, religion and cultures. This makes for a multicultural and open space for a large group of youngsters in the city. Since most come from migrant families as well as vulnerable situation, it is of special importance that we care for their needs and help them integrate into their new city. The main task of the volunteer is to build a relationship with the youngsters to ultimately be able to attend their need and support them when they most need it. It is for this reason that the majority of the time you will take care of the functions of the youth house with the rest of the staff members. Fear not, this will get easier with time but you will always be supported by the coordinator of the youth centre as well as a mentor that will guide you. More specifically, some of the tasks that you will carry out are:

- ☒ Support with conversation and games to the youth in the centre.
- ☒ Assist and be there for the visitors of the youth centre.
- ☒ Since there is a bar, you will also help with the tasks of the bar.
- ☒ Plan and supervise educational, creative, relaxing activities in and outside the youth centre.
- ☒ Regular meetings with the rest of the team.
- ☒ Attend organisational events and activities from Bosco Base (with previous approval)

Bosco Base will be the coordinating organisation of this project. We are an umbrella organisation of all Don Bosco playgrounds and youth centres. We have appointed one of our staff member to oversee everything with respect of your ESC-Experience in Oostende.

Practical Arrangements:

This Long Term volunteering project is funded by the European Solidarity Corps, approved by our National Agency, JINT. This means that all the activities, and arrangements will be covered by the ESC Grant received by the organisation. Luckily for you, you will receive help and support during your stay, but also before and after your project ends.

Duration of the project:

From the beginning of September 2025 until the end of August 2026 you are welcomed to join the project!! The dates are flexible, but you should plan your arrival as soon as possible so we can accommodate and plan all logistical arrangements.

Accommodation:

All expenses for accommodation will be covered by the organisation. You will be hosted in a shared house by other volunteers from the organisation. All the volunteers are international and you will share common areas.

This means, kitchen, bathrooms, garden and living room. You will have your own private room and this will be your space. You will have basic furniture available, but if you need something else you can always ask the coordinator of the Youth Centre, Isabelle, to arrange it.

This also means, that you are responsible for the cleaning and tidying up of common areas, the schedule you will discuss with the other volunteers, but also responsible of cleaning your room.

Transportation:

Since you will join us for a year, you will receive two 10 ride tickets to travel anywhere in Belgium. This will be done at the beginning of the exchange and at the mid-point. The coordinator will explain how this works.

To move around the city, you will have access to a bike that will be always be available for you.

How to get to Belgium:

You can easily get to Belgium through different transports. We recommend to use train or bus since it is considered green travel and it is good for the environment!

📍 By Train: <https://www.belgiantrain.be/en>

📍 By Bus: <https://www.flixbus.be/>

📍 By Plane:

- o Brussel International Airport Zaventem: 25 minutes by train to Brussel Zuid station.

- o Charleroi International Airport: 1 hour by shuttle bus to Brussel Zuid station.

The budget:

Since this is a European Solidarity Corps Project the expenses of your travels are covered by the organisation. You will have a maximum budget of 309€ or if you arrive by

green travel (bus, car, train or bike) your budget is 417€. Please note, if you exceed your budget will need to cover yourself, with the exception of long distance travelling or other conditions that will be discussed with the coordinator! Also note that this includes the ride from your house to Oostende, and return.

Normally travel cost are based on the travel distance and the means of travel. For example, if you come by train from Spain, your travel budget will be of 417€. Again, if you exceed this budget, we will not be able to refund you for the extra costs.

Reimbursement:

Once again, the project is finance by the ESC Program, thanks to this we can offer you the reimbursement of your travels. However, we need some documents to make this efficiently:

☒ Fly to Brussels:

- o Once you have booked your tickets send us a copy of the booking confirmation where we can clearly see the price, your name on the booking and the date of departure and return.
- o Once you do the check in, send us your **BOARDING PASSES**, this means download them and send the document to us by email. It is important that you do not forget to send us your tickets since without this documents we won't be able to refund you.

☒ Traveling by bus or train:

- o Once you have booked your tickets send us the booking confirmation or ticket with the price, dates and your name on the document.

You will receive an official document which you have to fill out to get your travel costs reimbursed.

Furthermore, the arrival and return tickets will be reimbursed by the organisation. You will have a budget of 309€ if you come by flight and 417€ if you come by green travel (Bus, train, car, bike). This means that you can spend up to that amount on the way to Belgium and back to your home country.

Food and Pocket Money:

Just like rent and transportation, food and pocket money will be covered by the support organization.

Food Money: You will receive a budget of 91€ per week to spend on food, this means that you will have to manage your breakfast, lunch and dinner. In the location where you will be staying you will have access to a kitchen and storage room for your food. In the youth centre you will also have access to some cooking amenities but mainly a microwave and a kettle. As in for pocket money, you will receive 6€ per day, this means that every week you will receive 42€. This pocket money is to cover any costs that you want that are outside travelling and food. If you want to buy a book or go to a museum, have a drink with some friends, this money helps you support yourself without having to spend your own. Once again, this money will be managed by you.

Insurance. From the European Solidarity corps, you will be enrolled in an insurance package that is called Henner. However, this is a supplementary insurance, this means that you will have to ask for the European Health Insurance Card, this is free for almost everyone, but let us know if you cannot cover the costs and we will help you.

This means that if you go to the doctor, or need health assistance in any way, the costs will be covered by the insurance, or social security of your country. If they cannot cover the costs of this, Henner will jump in and cover it for you. This is a specially important process that you need to pay attention to, since you will need prove of payments, invoices and medical records.

I think that is it, for now!

If you have any more questions, please contact: celia.aller@donbosco.be