Welcoming volunteers in Strasbourg

EUROPEAN SOLIDARITY CORPS





Infopack - 61 days

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CORPS EUROPÉEN DE SOLIDARITÉ

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1. Welcome letter

Thanks to the European Union's European Solidarity Corps programme, we are delighted to welcome you to AMSED during 2 months. The volunteering you are about to undertake will enable you to carry out solidarity activities, either at AMSED or with our local partners in Strasbourg. You will discover different ways of carrying out solidarity activities, whether by being present for refugees or new arrivals, by being present for disadvantaged young people in Strasbourg's neighbourhoods or by taking part in our projects and events. These activities will enable you to develop a wide range of professional and personal skills (aptitudes, attitudes and knowledge), meet other cultures, discover other ways of working and, above all, fulfil your potential. This Infopack contains a wide range of information about your stay in Strasbourg (Activities, Accommodation, ESC principles, Youthpass of skills acquired…). We hope that this voluntary service will enable you to discover our culture, our city and to learn more about the European Union and international solidarity. We leave you with this Infopack, and look forward to welcoming you to Strasbourg.

Djilali KABECHE

Directeur of AMSED



2. The volunteering project

What is the ESC?

The ESC is a European Union programme offering young people aged between 18 and 30 the opportunity to undertake voluntary work in a European Union country or a partner country of the programme. The young person, known as a volunteer, undertakes to carry out solidarity activities with local communities alongside their host organisation. They are prepared for their volunteering placement by the organisation in their home country – the sending organisation – and are supported on the ground by staff and mentors from both organisations.

For more information on the ESC:

- https://youth.europa.eu/solidarity_en

What is the profile of the participants?

As part of this ESC, we are looking for participants:

- Young people aged between 18 and 30 at the time of the mobility programme;
- Motivated and interested in the experience of international solidarity;
- Wishing to play an active role in all stages of the project (preparation, during the project, and dissemination);
- Willing to work in an intercultural environment.

To ensure that everyone is included, young people with fewer opportunities are given priority for this programme.

What are the objectives of volunteering?

The main aim of volunteering for young people is to provide them with the **opportunity to engage in acts of solidarity** in order to bring about positive change for local communities. Through volunteering, volunteers **develop a wide range of key and transferable skills** through their activities, which will benefit them in both their personal and professional lives. Among the many skills that volunteers develop or strengthen are communication, digital, interpersonal, intercultural, social and civic skills, as well as literacy, cultural expression and the ability to take the initiative. In this way, volunteers will develop attitudes, aptitudes and knowledge that will enable them to be better integrated into society and enhance their employability. The activities carried out by volunteers will enable them to gain an understanding of the French geopolitical context as well as local realities. They will discover best practices employed by local organisations working to promote the inclusion of people who are marginalised or excluded from society, and will learn to create and run awareness-raising and educational activities and resources, whilst being made aware of a range of issues (such as gender equality, fake news and freedom of expression).

Who is the hosting organisation?

AMSED

The Association for Migration, Solidarity and Exchanges for Development (AMSED) is a European and international network committed to the socio-educational and professional inclusion of young people with fewer opportunities, disadvantaged people and all those who aspire to fulfil their potential in society. Based in Strasbourg, AMSED works at local, regional and international levels to promote solidarity, equal opportunities, inclusion, civic participation, respect for human rights and cultural diversity.

Our values – solidarity, education, fairness, respect, freedom, cooperation and reciprocity – guide everything we do. Our work focuses on supporting people into employment and helping them develop their skills, on civic engagement, on European and international mobility opportunities and intercultural learning, and on projects promoting social innovation. In this way, we create inclusive spaces, facilitate access to resources and opportunities, and encourage self-reliance.

For more information on AMSED:

- https://www.amsed.fr/EN/

3. Preparing for the project

What if I need a visa?

As a volunteer, you may need to apply for a visa in order to carry out your voluntary work in Strasbourg. The sending association will help you with the visa application procedure, and AMSED will follow this procedure by providing any documents that may be required. Your sending association will provide you with detailed advice on the visa procedure and support you throughout the application process.

It should be noted that although the associations involved in the volunteering project do everything possible to help the volunteer obtain a visa, they are not responsible for whether or not the visa is issued. Only the French embassy has the authority to issue the visa.

If the visa is not obtained, the host association will not reimburse the visa fees.

Here is a list of the steps you need to take to sign up for this volunteering programme with AMSED:

For information on applying for a visa, you can also visit the France Diplomatie website.

What is the registration process?

- Remplir le questionnaire d'inscription
- S'enregistrer sur le portail européen de la jeunesse : https://youth.europa.eu/solidarity_fr
- Toujours valider avec le/la chargé.e de mission pour chaque étape (achat de billet...)

What is the pedagogical preparation?

- Your sending association will support you before you leave with **preparation training** which covers a range of essential topics to ensure that you are well prepared for your volunteering project (explanation of the activities, logistics, risks, healthi issues, rights and duties, expectations, expected results...). Your sending organisation will provide you with more information.
- AMSED also prepares you for your departure through **online training** on the AMSED ESC2Learn+ platform. Register on this platform and complete at least 5 training modules of your choice before your arrival, depending on your interests and how useful they are for your preparation.
- **Meetings** to answer your questions, meet the host organisation and prepare for your volunteering activities.

How are you supported?

To ensure that your volunteering runs smoothly and that you are well looked after, you will be supported by two mentors: one from the sending organisation and one from the host organisation (AMSED). These mentors play a crucial role in your volunteering experience, helping to maximise your involvement and your intercultural learning.

These mentors will support you throughout your volunteering to ensure that the experience goes smoothly for you, whether in relation to your activities or your day-to-day life in this new country.

You will be in regular contact with your mentors through meetings, weekly interviews, follow-up questionnaires and a mid-term review, as well as by telephone and text message whenever you have any questions or problems.

These dedicated moments with your mentors will enable you to:

- Supporting you as you prepare for your volunteering experience
- Reviewing the week to identify areas for improvement for the following week
- Ensuring your wellbeing whilst carrying out your activities (things you don't understand, any tensions that may have arisen, discussing any new proposals…)
- Ensuring your well-being whilst living in Strasbourg (your accommodation, your relationships with other volunteers, being away from your family, etc.)
- Find solutions to any problems you may have
- Reassure you
- Ensure the project is running smoothly from your perspective as a volunteer
- Reflect with you on the activities you have carried out and identify the skills you have developed (particularly using the learning log)
- Support you in carrying out your personal project
- Help you complete the Youthpass certificate summarising the skills you have developed

Please note: Tutors are available to help you, but they are not at your disposal.

What are the project's rules?

We ask that you show respect throughout the project (before, during and after) and that you are genuinely committed to this project:

- Complete the required documents and submit them by the deadline
- Take an active part in the pre-departure preparation activities
- Be punctual
- Observe the rules on cleanliness and community living
- Show respect towards the participants and the teams from the sending and host organisations
- Stand in solidarity with AMSED in the event of a major problem
- Respect cultural diversity



PLEASE NOTE: No comments or behaviour of a sexist, racist, ableist, ageist or LGBT-phobic nature, or which infringes upon anyone's integrity in any way, will be tolerated. We cannot guarantee a space entirely free from discrimination; however, we ask everyone to be open-minded, to accept criticism, and to learn from others and from their own mistakes in order to create the most inclusive environment possible.

4. Departure

What should you take with you?

Here is a non-exhaustive list of what you can or should bring with you:

- Your passport
- Your visa and your letter of invitation and accommodation (you will be asked for these on arrival)
- Your transport tickets (keep the original tickets (tram, bus, train, boarding passes…)
- Your toiletries
- Your shower towels
- Your medicines
- Clothing appropriate to the time of year you are coming

To help you prepare for your trip, visit the France.fr website to find out more about France and the practicalities of organising your trip (visas, transport, climate…).

How to enter France?

To get to France, you can choose between several airports. The easiest to get to from Strasbourg are :

- Strasbourg-Entzheim (SXB) airport
- Bâle-Mulhouse (BSL) airport
- Karlsruhe/Baden-Baden (FKB) airport – Germany
- Francfort (FRA) airport – Germany

The following supporting documents must be presented to the border police when you arrive in France:

- A valid passport, issued within the last 10 years and valid for at least 3 months after the planned date of departure.
- A valid visa, if required
- Proof of accommodation covering the entire duration of your stay (your accommodation certificate supplied by AMSED)
- Your return ticket
- Your letter of invitation
- You must have proof of insurance covering all medical, hospital and death-related expenses likely to be incurred during your stay in France, including repatriation costs for medical reasons. This corresponds to your ESC insurance.

How to go to Strasbourg?

Whatever your journey, don't forget to keep your ticket and receipt.

Here's how to get to Strasbourg from the airports mentionned above:

1 Strasbourg-Entzheim

Train Entzheim airport-Strasbourg

For more information

2 Bâle-Mulhouse

Distribus n°11 followed by the train Saint Louis-Strasbourg

For more information

or

Flixbus Euroairport-Strasbourg

3 Karlsruhe/Baden-Baden

Bus ligne 215 Baden Baden-Airpark terminal - Baden Baden followed by a Flixbus or a train Baden Baden-Strasbourg

For more information

4 Francfort

Flixbus Francfort airport-Strasbourg

or

Lufthansa shuttle Francfort airport-Strasbourg

For more information

Please note: for journeys on the TER, you can buy a TER Fluo Card, which gives you a 50% discount on all TER journeys in the Grand-Est region, costing €20 (under 26) or €30 (aged 26 and over). It will not be reimbursed but it can also be useful if you want to travel by train during your free time.
To buy one: https://www.sncf-connect.com/app/catalogue/description/grand-est-carte-fluo

How to go to AMSED?

Once you have arrived in Strasbourg, go to AMSED, located at:

17 rue de Boston, 67000 Strasbourg



One tram ticket per person, valid for 24 hours, must be purchased at the tram stop. Don't forget to keep the tram ticket AND the invoice.

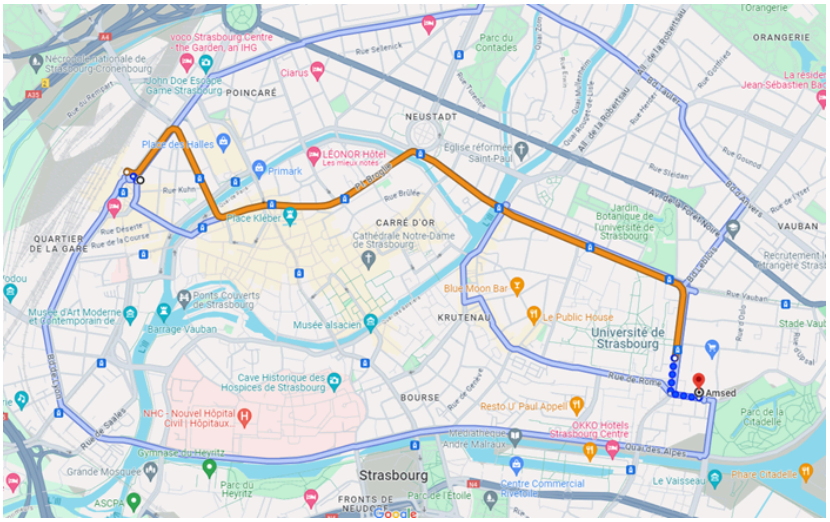
It's vital that you keep the tickets and transport invoices proving your arrival in Strasbourg, as we need to prove that you actually travelled to Strasbourg before we can reimburse your travel expenses! If you do not have proof of your travel to Strasbourg, the amount of your transport costs may be reduced (see transport reimbursement section).

Bus and tram tickets cost €2.10 at the ticket machines and €2.50 on the bus: make sure you buy your ticket at the ticket machines before you get on the bus or tram. You will then get a reusable card loaded with a ticket. Make sure you keep the card, as you can reuse it for the return ticket, which will be cheaper.

Please note: the price of the ticket is not shown on the ticket. You must ask the ticket machine for an invoice if you wish to be reimbursed for the ticket (within the limits of your budget).

1 From Strasbourg train station to AMSED

Take tram C to the Esplanade stop, then walk for a few minutes.



2 From the place de l'Etoile to AMSED

You usually arrive here with the Flixbus. You have several options:

- Walk for 20 minutes
- Buy a tram ticket and take tram E (direction Robertsau-L'Escale and stop at Esplanade) then walk
- Buy a ticket at the tram stop and take the G bus (direction Rotterdam and stop at Danube Le Vaisseau) then walk
- Buy a ticket at the tram stop and take the C1 bus (direction Carpe Haute and stop at Rome) then walk



Here in purple the route with the E tram

5. Volunteering activities

What activities will I do?

During your volunteering, you will be asked to carry out various activities. These will depend on the time of year, our projects as an organisation, our local partners and external constraints such as the weather. Here is a selection of the activities you will be able to carry out

- Creation of multimedia, digital and communication tools (podcasts, data sheets, e-booklets, videos, reports, flyers...) and translation of content;
- Creation of multimedia, digital and communication tools (podcasts, data sheets, e-booklets, videos, reports, flyers...) and translation of content;
- Activities linked to local events, enabling young people to exercise their citizenship as web-trotters (street interviews, reporting, success stories, etc.);
- Assist the project managers with the running of projects and/or group workshops (preparation before, during and after the workshop);
- Help with homework and give English lessons to children from the Strasbourg's working-class neighborhoods;
- Helping migrants and refugees with administrative tasks in English, French and Arabic (CVs, cover letters, administrative files, etc.);
- Participation in gardening and cleaning activities in the association's shared garden on weekdays and weekends (if the activity is on weekends, it will be recuperated);
- Involvement in the association's day-to-day activities (cleaning, tidying up, having a stand, helping to organize and taking part in events that may take place in the evenings or during weekends, etc.);
- Participate in exchanges and testimonials on the results of learning during volunteering (stands, neighborhood events, social networks...) and meetings with local players;
- Participation in the association's activities and events (parties, solidarity events, stand at the Christmas market, etc.) and valorisation of volunteering experience.

What support will I have whilst I'm there?

Arrival training

2 days of training will be provided on your arrival. This hands-on training will enable you to familiarise yourself with the city of Strasbourg, understand the aims of volunteering, discuss cultural issues, prepare for your assignments and tasks, and answer any questions you may have. More information will be given upon arrival.

Regular support

We will provide ongoing support to accompany you throughout your volunteering and ensure that you are able to flourish in your activities, notably through weekly meetings and a mid-term and final review. This will enable you to take stock of your progress, achievements and any challenges you may face, discuss your experiences, share your ideas and receive constructive advice on how to improve your work. Your personal preferences and interests will also be taken into account so that your timetable and activities can be adjusted accordingly.

What might a typical week be like?

Here is an example of a typical week. As a reminder, this is just an example. The schedule (times, activities, rest) will change according to various factors and will not necessarily be the same from one week to the next.

	Morning	Afternoon	Evening
Monday	Free	13h-17h: Tasks at AMSED	
Tuesday	9h-12h: Tasks at AMSED	13h-17h: Tasks at AMSED	17h-18h30: Linguistic workshop with children
Wednesday	9h-12h: Creation of digital tools	15h-19h: Activities with children	Free
Thursday	9h-12h: Tasks at AMSED	13h-17h: Gardening	Free
Friday	9h-12: Report writing	Free	Free
Saturday	9h-11h: French course	Free	19h-22h: Solidarity evening
Sunday	Free	Free	Free

How will I go from one place to another?

As part of your voluntary work, you will not always carry out the activities in the same place. In order to get around Strasbourg, you will be given a transport card giving you unlimited access to trams and buses on the day or the day after your arrival. You will be accompanied by an AMSED member to get the card. Do not buy it yourself.

For more information on Strasbourg's bus and transport network, known as the CTS network, go to CTS website or on their mobile application. You can also use Google Maps to see which public transport routes to take.

Attention: In some countries, tickets are validated on the tram/train. Not so in Strasbourg! You absolutely must validate your ticket before entering the tram, on the platform. If you don't, you risk a fine of between €34 and €169, which will not be refunded.

6. Logistics

What are the on-site logistics like?

Accommodation

The accommodation is a shared flat The shared accommodation is mixed. Please respect your flatmates (privacy, no noise, intimacy, cleaning, etc.). **You will be accommodated in double rooms (non-mixed).**
We ask volunteers to be vigilant about eco-gestures (not over-consuming heating, turning off shower taps and sinks, turning off lights, etc.). In the event of excess energy consumption, the difference in costs will be borne by the volunteer.
Depending on availability, you will be either in a flat shared by the volunteers (double rooms) or you will be staying with local people. You will be given all the information you need before your departure.

Food

Your food expenses will be reimbursed once a week on production of receipts, up to a maximum of €50 per week.

Insurance

As part of the volunteering programme, you will be enrolled in HENNER's supplementary health insurance scheme. HENNER will email you all the relevant information about the insurance when you sign up.
Please note: if you have any health issues (allergies, gluten intolerance or any other medical condition), please do let us know so that we can better organise your stay.

Pocket money

Pocket money (€8 per day) will be given to you halfway through your volunteering period.

Phone package

Your country's telephone package is probably not compatible with France. We therefore suggest that you take a prepaid SIM card Lyca Mobile for the duration of your voluntary service, which you can buy on the website. There are various packages available, so it's up to you to choose the one that suits you best. You are responsible for these telephone costs.
Don't hesitate to get an eSIM, i.e. a SIM card that allows you to activate a mobile data package with your network provider without having to use a physical SIM card.

Attention: Do not take out a telephone package with an operator, but use prepaid cards. Never give out the postal or telephone details of the AMSED head office or accommodation.

7. Reimbursement of transport costs

- In order to be reimbursed, transport tickets must be validated by AMSED before purchase. Please send your transport proposals in advance.

Then send a copy of your plane ticket and the invoice by email to AMSED (gestion@amsed.fr, nadege.amsed@gmail.com and contact@amsed.fr). When you arrive in Strasbourg, keep your original tickets and boarding pass!! Otherwise you will not be reimbursed.
When travelling, **make sure you keep your original tickets and boarding pass!!** Otherwise, you won't be able to get a refund.
Within the first few days of your arrival, you will need to bring the following to Audrey (the AMSED accountant):

- Invoices for all transport costs: plane, tram, train, etc.
- Original transport tickets: tram, train, Boarding Pass paper or electronic tickets

Without supporting documentation, AMSED will not be able to reimburse you for your travel tickets.



Please note that some electronic Boarding Passes are no longer accessible after the flight, so be sure to take a photo, printout or screenshot of the Boarding Pass as soon as possible.

Transport costs will be reimbursed in two stages:

- A 1st payment of half the transport costs within the 1st days of your arrival, provided you have given Audrey all the documents listed above
- A 2nd refund of the balance, up to 6 months after receipt of the return travel documents: travel tickets, Boarding Pass, etc.

Amount of reimbursement:
The European rules governing travel expenses vary according to a scale of kilometres travelled between the place of departure and the place of arrival. That's why it's essential to keep all the receipts from your town of departure to Strasbourg. **The amount of the lump sum may vary if you don't have all the supporting documents!**

Here is how travel expenses are reimbursed, using the example of a maximum flat-rate allowance of €309 (in the case of a mileage allowance covering between 500 and 1,999 km):

Travel expenses exceeding 309€	AMSED will reimburse you €309, and **you will be responsible for the difference in costs**. For example, if your travel costs amount to €350: €309 will be paid by AMSED and you will be responsible for the remaining €41.
Travel expenses under 309€	AMSED will reimburse you **up to the amount shown to be justified**. For example, if your travel expenses amount to €250.67, AMSED will reimburse you €250.67.

Attention: You will only be reimbursed if the travel dates correspond to the duration of the placement (2 months-61 days). If you stay shorter or longer than this period, no reimbursement will be made.

Official reimbursement scale based on distance:

10-99 kms		100-499 kms		500-1999 kms		2000-2999 kms		3000-3999 kms	
/	Green transport	/	Green transport	/	Green transport	/	Green transport	/	Green transport
28 €	56€	211 €	285 €	309€	417 €	395€	535 €	580€	785 €

Green transport (environmentally friendly transport) refers to journeys where low-emission modes of transport are used **for more than half of the journey**, such as buses, trains, cycling or car-sharing.

Visa fees will be reimbursed from the 1st days of arrival, provided you bring Audrey:

- A copy of the visa in the passport
- A copy of the stamp in the passport (if applicable)
- The visa receipt (invoice on which the participant's name must be stated)

Insurance costs relating to visas will not be covered. Translation or travel costs for visa applications are not refundable.

The following will not be refunded:

- Passport renewal fees;
- Insurance costs;
- Costs incurred in the event of a missed flight;
- Costs incurred outside the project dates;
- The difference in price between the authorised amount and the price of your ticket;
- Excess baggage charges;
- Travel costs incurred in obtaining or applying for a visa.

8. Documents to create

During your volunteering placement, or upon its completion, we ask you to produce, create or complete a number of documents that are important for the project or for your learning. These documents are essential, and reimbursement will only be made once we have received them.

Learning diary

This learning diary, sent in Word format, allows you to record your daily activities, related reflections and the skills you have developed. At the end of each day, time will be set aside to reflect on the day's activities, your feelings, the skills you have used, and so on. This learning log is important for tracking the development of your skills and your well-being.

Final report

To summarise what you have learnt and reflect on your experience, you will need to produce a final report on your volunteering placement. This report will outline your profile and your volunteering objectives, summarise your weekly activities, and provide an overview of what you have learnt. You are free to choose the format of this report (PowerPoint, Canva document, Word document, etc.) depending on how you intend to use it (for professional purposes, for example).

Video summarising the ESC

To share your experience, we'd also like you to create a video about your volunteering (the activities you took part in, your motivations, etc.). You're free to choose whatever format you like. This video will be published on AMSED's social media channels to raise awareness of the programme and inspire other young people with your experience.

Youthpass certificate

Youthpass is an official European Union certificate recognising the skills you have developed during your project. It helps to highlight your experience, demonstrates the practical skills you have acquired and makes your learning visible. AMSED will support you in obtaining this Youthpass certificate.

9. France and Strasbourg

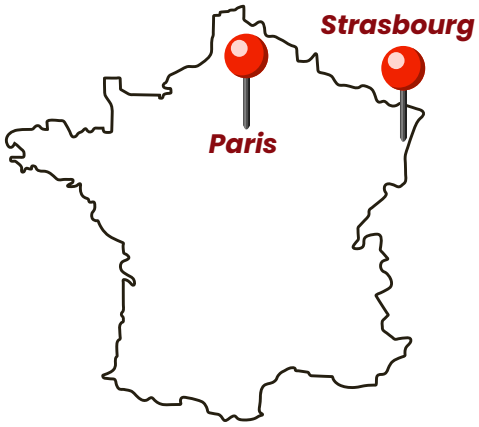
A few facts I should know about France?

Regime: France is a semi-presidential regime with a President elected every 5 years. It is currently Emmanuel Macron (2022-2027).

Time Zone: UTC+1

International telephone code: +33

EU: France is part of the EU and its currency is euro (€)



A few facts I should know about Strasbourg?

Strasbourg is the 8th most populous city in France. It is located in the Bas-Rhin département in the Grand-Est region. Strasbourg is located right next to Germany, which can be reached by tram from Strasbourg.

You can find information, ideas for activities on these websites:

https://www.visitstrasbourg.fr/

https://www.rue89strasbourg.com/

https://www.lebonbon.fr/strasbourg/

https://pokaa.fr/

10. Contacts

Emergency numbers	15 – SAMU, ill during the night 17 – Police 18 – Firefighter 112 – European emergency number
Director of AMSED **Mr Djilali KABECHE**	(+33)6.61.34.26.03 contact@amsed.fr
AMSED project Manager	(+33)7 57 57 80 95 nadege.amsed@gmail.com

8. Environment

Whether during your activities, at events or in your day-to-day life whilst volunteering, you are asked to be mindful of the environment and to adopt eco-friendly practices. Here are some examples of eco-friendly practices you can put into action:

- Be careful not to use too much electricity, water, paper or any other food or product
- Use scrap paper rather than new sheets
- Prioritise recycled or recyclable materials when doing activities with children (for example, using plastic bottles or egg cartons)
- Opt for sustainable transport (walking, public transport, etc.)
- Recycle and sort waste correctly
- Incorporate environmental awareness into activities for children whenever possible
- Print sensibly

Here is a reminder of how to recycle in Strasbourg:



All plastic and metal packaging, paper and cardboard go in the yellow bin. Packaging must be empty and separate, so it doesn't matter if it's dirty.

All glass packaging must be placed in glass bins, which can be found in certain streets.

Household rubbish is put in sealed plastic bags and disposed of in the blue bins.

9. Volunteer charter

During your voluntary service, you will be accommodated **in the flat provided by AMSED**. This flat is not a hotel or a student residence. **It is therefore up to each volunteer who lives there to take care of it: cleaning, cooking, and avoiding any noise pollution or waste (water, electricity, etc.)**. Any excesses (gas, electricity, water, cleaning bills) will be billed to the tenants, who will be responsible for paying them.

We therefore ask you to respect the **rules laid down by AMSED** and the residents of the building concerning the smooth running of the residence during your voluntary work and to respect the cohabitation with the tenants living in the flat.

Also, at the beginning and end of your volunteering period, the flat will be inspected to check that it is clean and tidy. In this case, **if the inventory of fixtures is unsatisfactory, we will hire a cleaning agency at your expense for between 50 and 100 euros. This cost will be deducted from your plane ticket refund.**

Accommodation

1. Respect your neighbours, do not make noise day or night. In the event of noise, the building association imposes a penalty of €1,500 on the volunteers causing the nuisance. The resident (an elderly person) below the flat often complains about.
2. Do not make noise in the lift or on the stairs, and don't talk loudly.
3. Do not move furniture.
4. Do not organise parties.
5. Respect the flatmates (male or female) living in the flat.
6. Prohibition of visits by outsiders, even if they are AMSED members or also ESC volunteers, without speaking to the AMSED director or accountant.
7. Household chores must be carried out on a daily basis (dishes, floor, bins to be taken down, bedroom, toilet, bathroom, corridor, entrance, window, gas cooker, oven, fridge, tables, under furniture, living room, etc.). Household products should be used sparingly.
8. Do not leave food waste on kitchen worktops or outside the fridge or in communal areas.
9. Clean the fridge and throw out out-of-date food.
10. Respecting everyone's privacy.
11. Do not make personal phone calls late at night or over the loudspeaker.
12. Do not take photos or videos of other housemates' belongings or rooms.
13. It is strictly forbidden to enter the rooms of other flatmates without their authorisation.
14. Use slippers.
15. Do not smoke inside the flat.

16. Not to waste water, electricity or heating. In the event of excessive consumption, the volunteer occupying the room will contribute to the payment of the excess water and/or electricity consumption.
17. Do not spend more than 10 minutes in the shower, avoid wasting water and taking long showers. Think about the other housemates/roommates!
18. Pay attention to the equipment provided. Be careful with the gas cooker and oven. Any equipment damaged or destroyed will be reimbursed or replaced by the volunteer.
19. Turn off the lights when you leave your bedrooms, showers, living room and kitchen.
20. Don't turn on the television or music all day.

10. Key points to remember

Please note that all volunteers must:

- Bring proof of travel: send a copy of your plane ticket and the invoice by email to AMSED. When you arrive in Strasbourg, keep the original tickets and boarding pass!! Otherwise you will not be reimbursed.
- The questionnaire must be returned to AMSED **nadege.amsed@gmail.com** and **contact@amsed.fr**).
- Prepare a table of workshops you'd like to run (recycling, music, dance, quiz, improvisation, etc.) with a list of the tools you'll need (brushes, paint, fabric, etc.)
- If you have the means, bring with you: henna, musical instruments from your region/country, traditional clothing for the night-time festivities, a camera and your laptop.

I, the undersigned Ms/Mr _____certify that I have read all the information set out below and accept its terms.

Done at:

Date:

Signature: