

## The European Voluntary System (EVS) Step by step

1. Look for the National Agency in your country, the institution managing the Erasmus + program in your country

[https://ec.europa.eu/programmes/erasmus-plus/contact/national-agencies\\_it](https://ec.europa.eu/programmes/erasmus-plus/contact/national-agencies_it)

2. You have to register online:

- in EU\_LOGIN system
- in the Participant Portal and URF (Unique Registration Facility) system
- add documentation to the organization profile

You perform these three steps online through the Erasmus website in your country. After these steps, you will get a PIC number (Personal Identification Code) that is necessary to complete the forms (in all Erasmus actions), also to obtain Accreditation.

3. Get Accreditation, i.e. a document based on which you will be able to host volunteers (here you can find the details [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/european-voluntary-service-accreditation-guidelines\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/european-voluntary-service-accreditation-guidelines_en)). You can be an organization hosting volunteers, sending volunteers and coordinating. The choice is yours. We are a hosting and coordinating organization.

Fill in the application form for EVS accreditation, which is available on the website of the European Commission - <https://webgate.ec.europa.eu/web-eforms/screen/eforms/KA110-EF40CC61/e-2018-1-ka110/context>

When you enter your PIC code in the application form, information about your organization will be filled in automatically.

The Accreditation process lasts approximately two months. At that time, the library that wants to host volunteers is visited by accreditors from the National Agency. The visit is a meeting of the accreditor with the representatives of your organization, especially those that will be directly involved in future EVS projects.

4. After receiving the Accreditation you can start to fill in the suitable online application form from Erasmus + your country. In Poland EVS is included in the Youth sector. Action 1. Be sure to adapt to the dates of the call for proposals. During the year there are usually two dates.
5. Simultaneously log in to European Solidarity Corps and present your project [https://europa.eu/youth/solidarity\\_en](https://europa.eu/youth/solidarity_en). This action will help you recruit volunteers for your future project. You will receive applications from potential volunteers interested in your project.
6. Check the results of the contest on the National Agency website - you will find out whether and which funding you received for the project. A little later you will receive information from the Agency along with further instructions.
7. None of the above activities generate financial costs for the Library that is applying for volunteers.
8. In all doubtful matters, contact your National Agency or consult the Erasmus + Program Guide [https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/programme-guide_en)

All activities undertaken during our project influence volunteers, the library and its employees, as well as the community of your city.

**Impact on volunteers:**

- getting to know another culture/ national evenings, culinary workshops, short trips to the nearby but interesting places,
- awakening creativity and creative thinking / developing of action programs, scenarios of meetings,
- tolerance, acceptance of diversity / meetings with librarians, readers and library users, meetings at schools, work with children and teenagers,
- acquisition of new professional experience / work within the broadly understood culture in the local environment,
- acquiring new skills / working in an international group with other volunteers,
- recognition and certification of new competences / Youthpass,
- learning independence, responsibility / work and living away from loved ones,
- making new friends and acquaintances,
- increase of language competences, including learning Polish at the communication level.

**Impact on the library:**

- enriching the cultural offer of the library,
- introduction of new, attractive forms of work with library users,
- strengthening international activities,
- increase in the prestige and culture-forming role of the library in the environment,

**Impact on employees:**

- getting to know other cultures,
- developing language skills,
- new professional experience, personal development.

**Project impact on the local community:**

- opportunity to get to know other cultures / meetings with volunteers, participating in workshops organized by them,
- participation in classes prepared by Polish youth and volunteers,
- getting to know European countries / participating in meetings with volunteers, where they presented their countries,
- learning English, national languages of our volunteers / language lessons,
- cultural activation / participation in new forms of cultural activity proposed by volunteers: workshops, shows, art meetings for children,
- getting to know the Erasmus + Program and the opportunities it offers to young people,
- instilling curiosity of the world.

**VOLUNTARY IS THE ADVENTURE OF LIFE FOR YOUNG PEOPLE AND A LARGE CHALLENGE FOR THE LIBRARY! IT'S WORTH TO TAKE THIS EFFORT.**