

INTERNATIONAL VILLAGE Project

**This rough schedule shows you steps which have to followed to organise the project.
If after reading it you still have some doubts and don't understand anything don't hesitate to contact us.
It's better to ask now than misunderstand each other and solve problems later.**

1. Talking to students from your school about the Project.
You can direct them to the website dedicated to the project. There are links to Facebook account where they will find a lot of pictures from previous rounds, and You Tube account where they will find many films.
2. Talking to the headmaster of your school about the Project.
3. Talking to students' parents about the Project.
4. Gathering participants willing to take part in the INTERNATIONAL VILLAGE.
The students don't have to be from the same school, the students may be from maximum 2 different schools. If you gather some students from another school there should be a teacher from their school accompanying them. It would also be good if the students were more or less at the same age, it would make it easier for us to lead the activities during the project.
5. Sending electronically filled application documents to the organizer of the project i.e. "Application Form" and "List of Participants " until given deadlines. These two documents can be downloaded from project's website from page REGISTRATION. They should be sent to : **office@internationalvillage.eu**
6. After considering and accepting your group's application the organizer will send the confirmation of participation of your group in the project telling you the next steps to follow in details.
7. Informing students' parents about the terms and conditions of participation in the Project and the details of an offer.
8. Gathering Parents' signatures on "Parents' statement". These documents can be downloaded from project's website from page REGISTRATION. These documents should be brought to Slovakia and handed to project's official on the first day of the project.
9. Transferring the advance fee to an account number sent by the organiser (after receiving the money the organiser will send confirmation of payment). You will pay the rest of the money personally on the first day after arriving to Stara Lubovna.
10. Signing an agreement sent by the organiser and resending it to the organiser. This will be an agreement for taking part in the Project and it will be signed by a teacher or Principal of a school on behalf of all the participants from your group.
11. Helping students to do tasks sent by the organizer. Helping meant more as supervising. The tasks must be done by students. There will be 2 tasks for students before they come to SK : preparing video presentation and preparing country presentation (guidelines will be sent by organizer).
12. Managing transport to and from Stara Lubovna (it will be managed by an assisiting teacher).
This should be managed as soon as you get a confirmation from the organizer that the place for your group is booked. You should do it as soon as possible to know the price of the transport. As you know the transport isn't included in the participation fee so it will have to be covered by students, so they should know how much each of them have to pay extra to cover the cost of it. There will be some organized trips during the project and it will be about 300-400 km altogether.

13. Managing Insurance for the participants.
14. Paying the rest of the money personally on the first day of the Project to the person appointed by the organizer.
15. Start of the Project

We advise you to have a rough research for transport and insurance before you send the application documents. Parents' decision whether their child will take part in the project or not will mostly depend on the cost. So you should inform them about the rough costs of participating in the project as soon as possible, that will give the parents enough time to decide if they can afford it. The sooner the better.

After you get a confirmation from us that your group's application was accepted and that you are booked a place in a project, you should start managing transport to Stara Lubovna and insurance. Students' parents should know the full price of participation which includes participation fee + Transport to and from hotel + transport for trips during project + entrance fees + insurance + pocket money (we advise to take 30-40 EURO).

The sooner you book transport the better since June and September are a bit of a high season for such companies.

We are happy for the succesful cooperation with You.

We hope to see you soon in Stara Lubovna.

It will be the best week of your students' lifes ... They will be grateful for taking them to the project ... We are 100% certain of that.

The team of the INTERNATIONAL VILLAGE Project.