

First Aid First!

Healthy Steps Community



MOBILITY OF YOUNG PEOPLE

Please read all of the information below carefully!

Contents of our project are as in the following

- To come together young people with different cultures, to overcome prejudices, to prevent prejudiced attitudes,
- By providing access to the disadvantaged groups, including the participants with fewer opportunities in the project and providing equal opportunities,
- To support the development of young people with the principle of lifelong learning with non-formal and informal learning methods,
- To ensure the dissemination of exemplary practices and voluntary activities,
- To enable young people to gain the ability to evaluate themselves with the Youthpass certificate, and to show themselves better in their careers thanks to this certificate,
- To ensure that they have a first aid certificate and prove that they have first aid competence thanks to this certificate,
- Contributing to the people around them to provide information with exemplary behavior by transferring what they have learned to their environment or reflecting it with their behaviors.

I read and accept the rules.

Your Organization:

Signatures:

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Venue
Messina, ITALY



10 Participants
from each
country

Age between 18-25
years old



This project has been
accepted by Italian
National Agency.
<http://>



Funded by the
Erasmus+ Programme
of the European Union



FIRST AID FIRST!

How to arrive?

You should search for the most economic flight or bus to project place from your hometown. Please contact us before buying your ticket for confirmation. We will share detailed info for getting to the Hotel on the Facebook group of the project.

For Plane you can check:



[skyscanner.com](https://www.skyscanner.com)



MAXIMUM REIMBURSEMENT PER PERSON	
COUNTRY	PER PERSON (€)
Italy	€0
Portugal	€360
Spain	€275
Turkey	€360
Azerbaijan	€360

IF YOUR TICKET PRICE IS OVER THAN MAXIMUM AMOUNT, then you can make maximum money. But if it is lower than maximum money, then you'll receive your expenses. The rest of it will be used by us for the materials to be used in the project.

Example1: For your country, the maximum money(limit) is 200 Euros. Your ticket price is 150 Euros. We pay 150 Euros to you and the other 50 Euros will be used.

Example2: For your country, the maximum money(limit) is 200 Euros. Your ticket price is 250 Euros. We pay 200 Euros (maximum limit for you)

By signing this contract, I understood that I will take money back as I have spent for my travel and I have presented bills and tickets. I agree that the difference between the travel money which I spent and travel grant of the project can be used for the project's other expenses or anything else by project organizers. I understood every detail about this topic.

I read and accept the rules.

Your Organization:

Signatures:

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ABOUT ACCOMMODATION

1. We will notify you about the Hotel with all details in the Facebook group of the project.
2. Our hostels are set 3 days before the project date and no change is made. Hostels often do not have air conditioning, and the concept of hostels are all the same all over the world. In addition, there will most probably be no personal items such as towels, toothbrushes, sheets, so you should bring these items with you. In our projects, in both youth exchanges and training courses, accommodation is made in the style of camping. Moreover, some projects can be implemented in camping areas in bungalow houses. Participants should take this into account, and come to our project knowing that in order not to have disappointments. And, accommodation places are not open to evaluation.
3. In addition, participants, organizers, and leaders who do not want to stay in hostels arranged by the organizer can stay in other hotels, provided that they cover their own accommodation fees. The important thing is to fully participate in the events. Otherwise, their participation will be cancelled.
4. If you give any damage to the room or to the items, you have to pay for the expenses.
5. In some projects you may have to stay with people up to 8 in the same room. It is usually 4 or 5 participants in one room but this may change according to accommodation place.
6. We do not have coffee breaks, fruits, cookies, etc... in our project. While you are coming to the project, you should approve this.
7. If the water cannot be drunk from the fountain, we will provide it. Otherwise, it will be drunk from the fountain.
8. The food menu may vary according to the country where the project takes place and the culture of the country. We do our best to the extent of the people.
9. If the participants do not like the food, they can eat elsewhere, provided that they pay it themselves.



I read and accept the rules.

Your Organization:

Signatures:

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MANDATORY DOCUMENTS TO BE BROUGHT BY PARTICIPANTS TO THE PROJECT PLACE

1. Your name, surname, dates, and price information must be written on your tickets.
2. You must have both arrival-departure tickets, boarding passes, and invoices.
3. All the tickets must be from the economy class. The business class will not be accepted.
4. You cannot receive reimbursement if you lose your boarding passes. You have to hand them over to us.
5. We need a copy of your passport with the stamps that you get on the borders. You should immediately get their copies on the airport. If you use your IDs, you should bring their copies too.
6. The open-date tickets are not accepted. Every ticket must have a specific date on it.
7. You have to deliver original tickets to us after the project.
8. If you use a private car or bus (from your country), you have to bring your gas invoice from gas station, you should explain that how many km far away from your home to the project place and you have to give a calculation of km and gas price. If you rent a car or bus, the price of renting can not be reimbursed. We can give only the gas price which you used. If you use a taxi or Uber, this expense will not be covered by us. Only public transportation will be covered.
9. When you go back, you must send your departure boarding passes too. Firstly team leaders must take their photos, send by email and later send them by post.
10. Participants whose nationality does not belong to the country they are coming from must have a document showing their residence in the country they live in. This document can be a student ID card or a residence permit. The National Agency asks us to do your reimbursement. Please pay attention. These rules are all from the rules in the project system. These documents are requested from us during the audits.
11. If the ticket that was first purchased and sent to us is changed later, only the tickets that were sent the first will be paid back. E.g; Your arrival ticket is 100 Euros, your return ticket is 100 Euros, but at the last moment you decided to change your return ticket and bought a ticket for 150 Euros. The total ticket price was 250 Euros with the latest change. However, even if your maximum ticket price is 275 Euros depending on the distance, we will pay you on the first ticket you buy, ie 200 Euros. So the difference is not paid.
12. You need to print all the tickets you have used before the project and deliver them at the project. Sending a digital copy is not enough (Email etc.)
13. If you buy your tickets together and there is more than 1 name on tickets, everyone will print it for himself/ herself!
14. On first day (travel date), you will give us all your tickets, visa documents, passports, boarding passes and sign the tickets list one by one! That's why before coming here, everyone must fill into the ticket list, everyone must print all of their tickets and if you have used visa, you should print your visa documents.



For post: Please don't forget to write the project name and our address on the envelope.

POST ADDRESS :

ZİFT ORGANIZATION Güvenciler Mahallesi Kıbrıs Sokak No:23
Çankaya/ANKARA/TURKEY Post Code: 06690

I read and accept the rules.

Your Organization:

Signatures:

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TO GET YOUR REIMBURSEMENT

After the project;

- 1.You must go your home maximum in three days.
- 2.The team leaders must take his/her own team boarding passes, original tickets, original , residence permit or student ID e.t.c and take their photos.
- 3.He/she must send them by e-mail
- 4.He/she must send them by post.
- 5.Both your Email and post have to reach us.
- 6.Bank commission belongs to participants. And it changes according to each country's procedures. It's between 18-60 euros per country. After you take your money, the leaders should send a paper via e-mail which shows she/he took all the money of the team. She/He must write it by handwriting and sign it.
- 7.You cannot arrive at the project 1 day later than the first day of the project or leave 1 day earlier than the last day of the project. For this, you should notify us before you buy your tickets. Otherwise, we cannot guarantee to pay your reimbursements. It is a rule set by European Commission. But you can come earlier than the first day of the project and you can leave later than the last day of the project. (three days earlier-three days later)
- 8.The daily plan can be changed by our organization. Some features can be negotiated with the participants and new changes can be made on the estimated schedule.
- 9.You have to care for the estimated daily plan and participate to the activities except some certain unexpected situations like illness.
- 10.We have to provide your accommodation and meals during the days of the project. However, if you stay longer, you will have to pay for your own expenses
- 11.Obeying the rules are very important in terms o your participation. In case you do not follow the rules and bring the necessary documents, your participation will be canceled and you will not be able to get your reimbursement. In this case, your hotel expenses will not be covered. It is very possible to have problems in a project with 40 different people. However, we should apply these rules in order to provide peace, so it is very important to obey them.
- 12.You should be member (sign up) to www.zift.org. You will get access to REIMBURSEMENT page after you sign up. You should do reimbursement request to all of your tickets 1 by 1 to the reimbursement system.



Reimbursements' to be completed usually take 4 months. So, your reimbursement will be in your leaders' accounts on 28st DECEMBER 2023. Reimbursement can't be earlier than 28st DECEMBER 2023 or can't be later than 28st DECEMBER 2023.

I read and accept the rules.

Your Organization:

Signatures:

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A flight ticket is a document or electronic record, issued by an airline or a travel agency, that confirms that an individual is entitled to a seat on a flight on an aircraft. The airline ticket may be one of two types: a *paper ticket*, which comprises coupons or vouchers; and an electronic ticket.

IMPORTANT : It has got your full name, flight route, dates and prices. If there is no price in your tickets, you must have invoice.



flypgs.com | PEGASUS

SALES

PEGASUS HAVA TAŞIMACILIĞI A.Ş.

Address Aeropark - Yenişehir
Mahallesi Osmanlı Bulvarı No:11/A
34912 Kurtköy Pendik/İSTANBUL
Central Reg. System No : 0723004708500017 -
Büyük Mükellefler V.D. : 723 004 7085
Web : http://www.flypgs.com

Passenger Name : YOUR NAME
Ticket No: 6242196635090
Issued By : INTERNET
Document No: PCS2196635090
Date: 28/10/2018

From	To	Flight No	Departure Date	Departure Time
Istanbul-Ataturk (IST)	Izmir (ADB)	PC3305	07/11/2018	17:40

Service Type : FLIGHT
Fare : 77.99 TRY
Service Fee : 10.00 TRY
Other : 10 TRY QC
Airport Passenger Service Charge : 20.00 TRY VQ
Sub Total : 117.99 TRY
Total Amount : 117.99 TRY
Payment Type : CREDIT CARD (557367*****7626)

Here is a flight ticket. It has got full name, route (İstanbul to İzmir), date (07.11.2018) and price (117,99 TRY)

I read and accept the rules.

Your Organization:

Signatures:

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A boarding pass is a document provided by an airline during check-in, giving a passenger permission to enter the restricted area of an airport and to board the airplane for a particular flight. At a minimum, it identifies the passenger, the flight number, and the date and scheduled time for departure. In some cases, flyers can check in online and print the boarding passes themselves.

**This is the boarding pass which travel agency gives at airport.
As you see, it is written "Boarding Pass" on it. :)))**



**These are the boarding passes also. If you will do online check-in, you will get an e-mail like these. As you see, it is written "Boarding Pass" on them :)
You should print them also before you come here.**

Boarding pass

Name: ??????????????????
 Ticket Number: 5662412420579
 Security Number: IST-074
 FQTV
 Special Services
 Baggage Allowed: 1 PC



ECONOMY CLASS

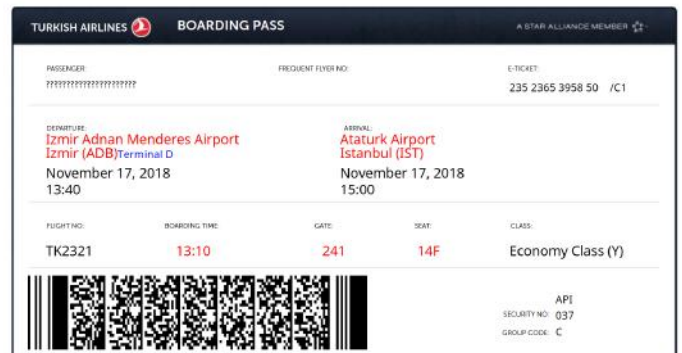


From IST - Istanbul Ataturk, Istanbul
 To KBP - Borispol, Kiev



Boarding Time	Departure Time	Departure Date	Terminal	Seat	Class
15:50-16:20	16:30	17 Nov 18	I	25D	Q

Operated by UKRAINE INTERNATIONAL AIRLINES



IMPORTANT!

Check for changes to your boarding gate on the airport screens. Don't forget that passengers arriving late at the gate will not be allowed to board the flight.

I read and accept the rules.

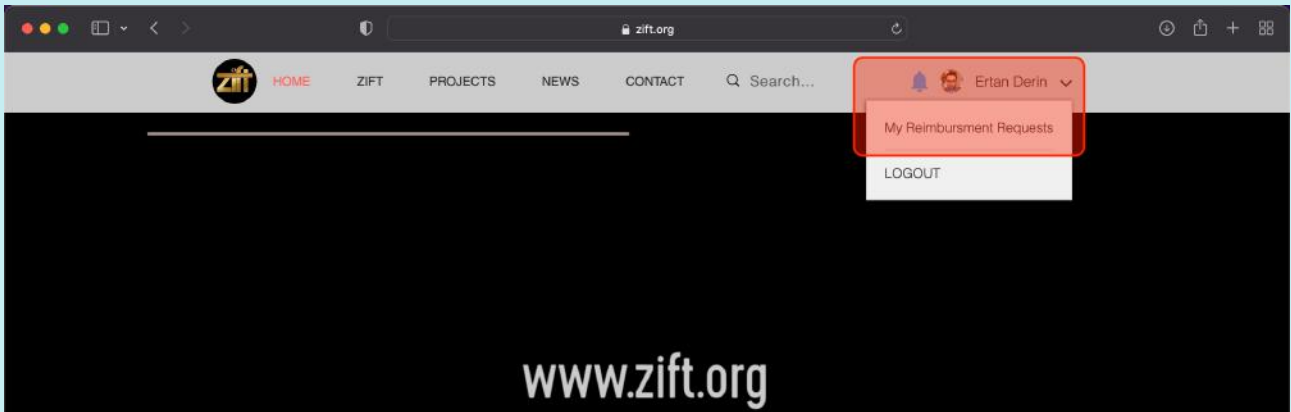
Your Organization:


Signatures:

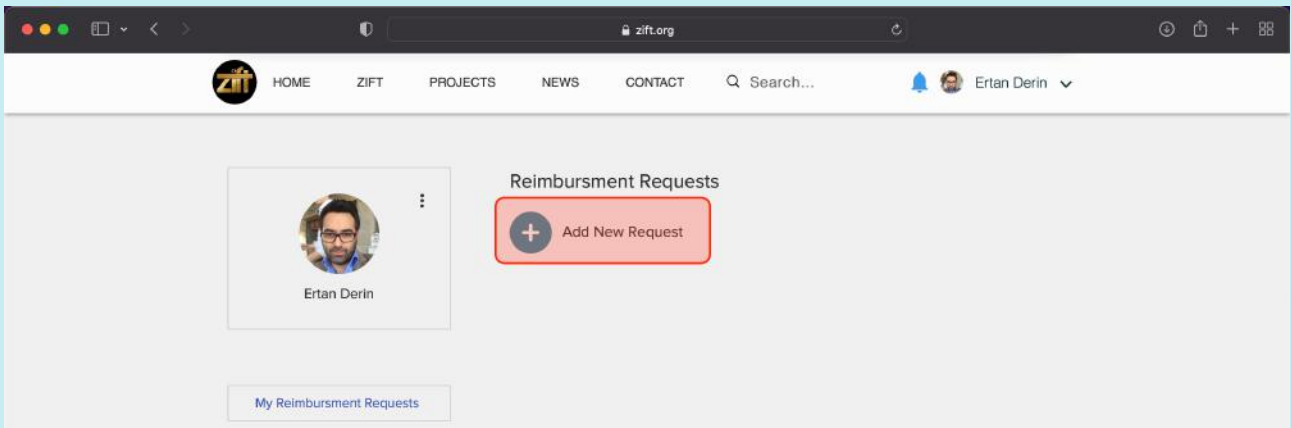
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REIMBURSEMENT REQUEST

1. First you should be member (Sign Up) of www.zift.org
2. After you Sign Up, you will see “My Reimbursement Request” under your member area (Up-Right Corner). Click this and go to “My Reimbursement Request” page.



3. On “My Reimbursement Request” page you will see ”Add New Request”. You should click  to add a new reimbursement request.



I read and accept the rules.

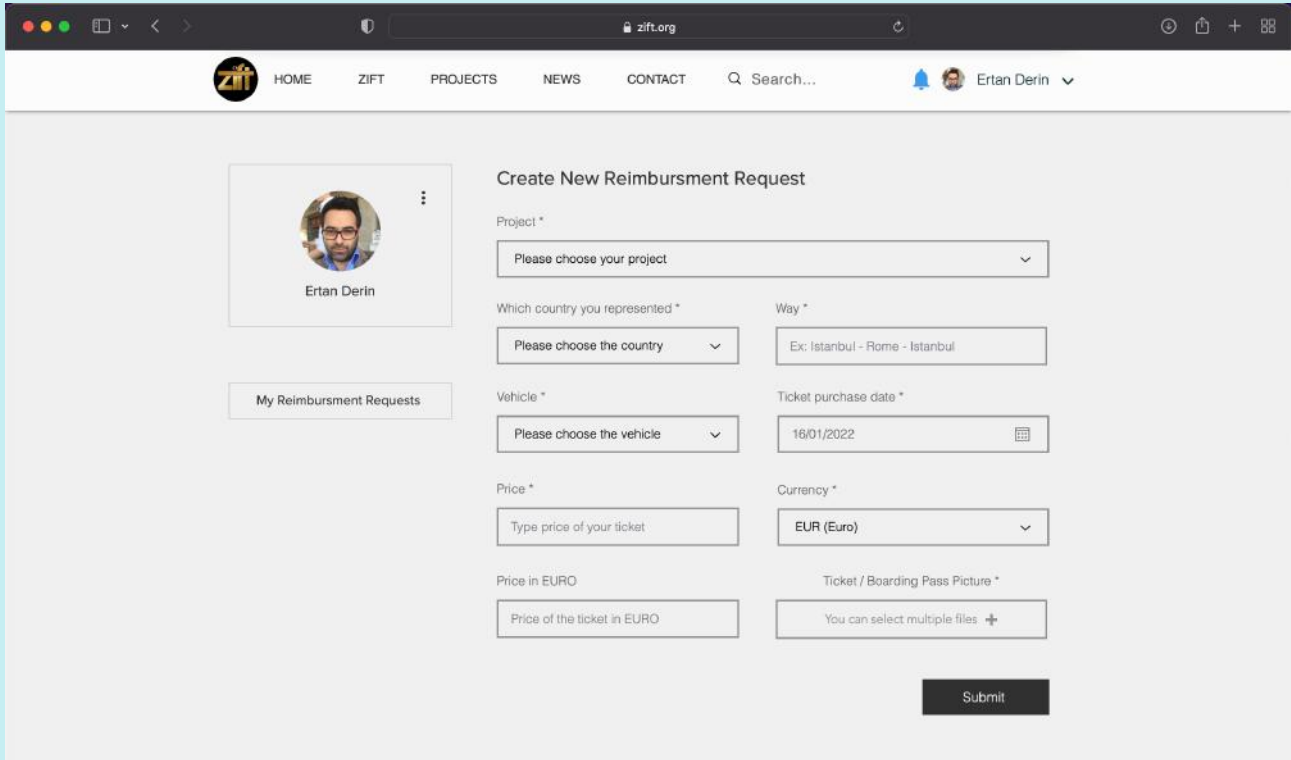
Your Organization:

Signatures:

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REIMBURSEMENT REQUEST

4. You will see this page to create a new reimbursement request.



5. You should be careful about those things when you are filling the form.

- * Ticket purchase date is the date which you bought your ticket. It is important because system will calculate exchange rate according to this date.
- * Price : When you wrote price, you should use DOT (.) please don't use COMMA (,)
It must be like XXXX.XX not like XXXX,XX
Example : 100.55 is true 100,55 is wrong.
Example : 1224.50 is ture 1224,50 is wrong.
- * Currency : Choose the currency on your tickets. System will calculate and exchange it to EURO and write "Price in EURO" automatically.
- * Ticket / Boarding Pass Picture : You should upload picture of your tickets, boarding passes etc...
 - * It must be picture JPG, PNG
 - * If it is PDF please covert it first with <https://www.ilovepdf.com> from pdf to jpg.
 - * For the flight tickets please add tickets with price and route and also all boarding passes for that flight ticket.

I read and accept the rules.

Your Organization:

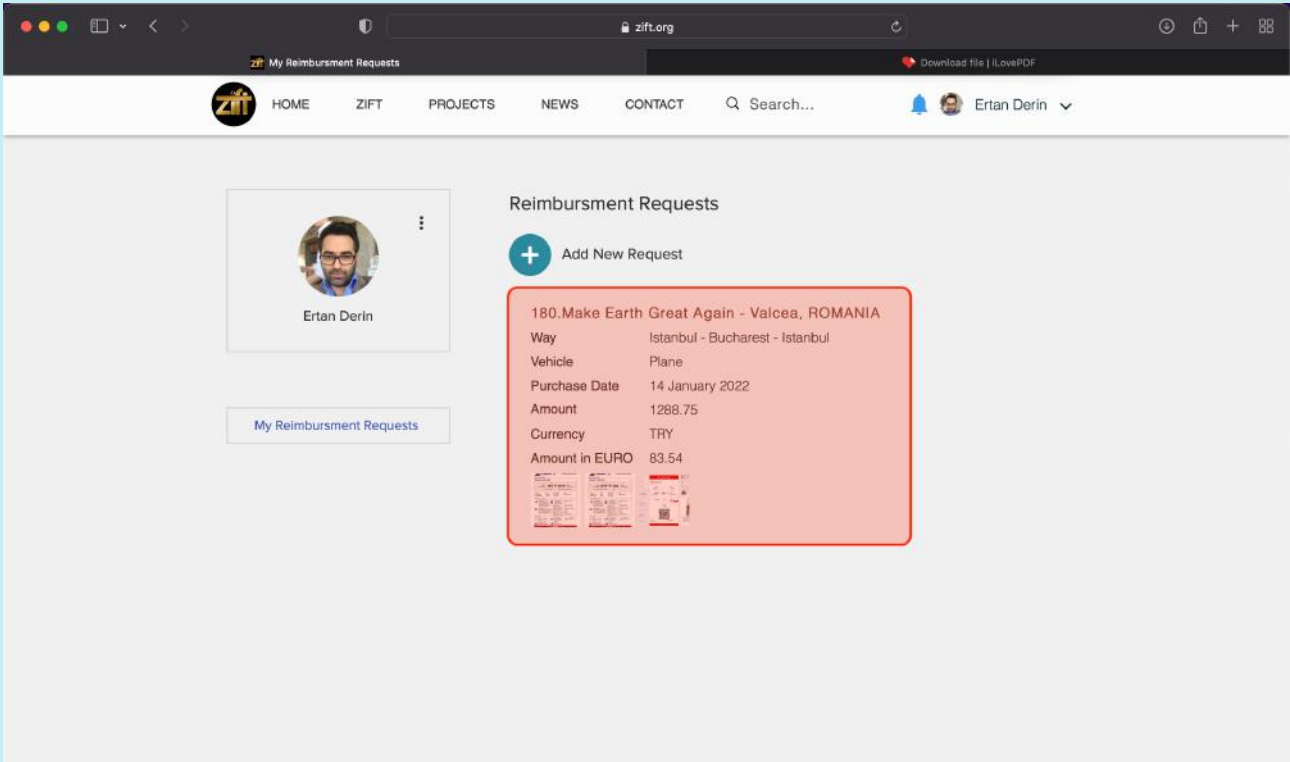
Signatures:

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REIMBURSEMENT REQUEST

6. After you finish the form click "Submit" and wait. You will redirect to the "My Reimbursement Request" page and you will see your last ticket which you added.



7. Now you can add your next ticket.

I read and accept the rules.

Your Organization:

Signatures:

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1.You must listen and care for the organization's warnings. Please don't forget that each country has a different cultural background. So we have different habits and features and something can be a problem for you. It is advised to take care of the warnings.

2.We will carry out evaluation activities at the end of each day and on the last day of the project to see our improvement through the project. With quizzes, and questionnaires, the participants evaluate everything related to the project. Through these evaluations, we will evaluate not only the project conditions but also each other's performances in the activities. For this reason, we would like you to write your names and signatures on the evaluation papers. Evaluation is for everything like teams, activities, cultural nights, etc.

3.After the culture night activities, we usually party with all the participants. However, when it is 01.00 am, everyone should go to their rooms in order not to be late for the activities on the other day. Since it is very important for us to participate in all the activities in the project. And after that time, no one should leave their rooms and make any noise in order not to disturb anyone.

4.During the project, using drugs such as weed, and marijuana is adamantly forbidden. It is very important: The use of weed, marijuana, and any kind of drugs is strictly prohibited in our projects. During the project, when the users and suppliers are identified, their participation will be canceled. When faced with such a situation, the police forces will definitely be informed of the incident. We request you to pay attention to this issue.

5.The project does not have to take place near the city center. It can be held in a village or town.

6.Sometimes, the hosting organization can let a team leave earlier because of their urgent job. It is up to the hosting organization.

7.In these conditions below, a participant cannot be allowed to stay in the project and they can't take any ticket money;

- a) a person comes late to activities all time without any valid reason,
- b) a person disturbs other neighbors or participants,
- c) a person who is racist, negative, bad-tempered.
- d) a person uses violence,
- e) a person doesn't give necessary documents to us.

8.You will have a chance to visit and tour the city center. The free time will be given to you for this. But we do not have a city tour opportunity. But if the participants want, we can organize it altogether. If we cannot, you will have free time wherever you want to go.

9.Travel, individual support, inclusion support for organizations, organizational support and exceptional costs included in the project budget will be used by the host organization. Participants will not demand any money other than the travel amount up to the upper limit (only the ticket expenses they have made and in accordance with the rules).

10.There will be 1 Facebook Group and 1 WhatsApp Group for the project. Also there will be 1 Facebook conversation group for each country. You have to be member of all this groups. We will send you the link of those groups before the project

11-According to the Programme guide, all participants have to take out travel and health insurance.



I read and accept the rules.

Your Organization:

Signatures:

Participants' Task: You must care for the scheduled time, be kind, respectful, positive, eliminate the borders, have maximum fun, be cheerful and try to be a part of the solution. Please don't forget that we just try to eliminate the prejudices, xenophobia, and the borders between the countries. We just share our experiences with you. Please trust our friendship and experiences about projects. Participation of the participants who created problems during the project will be canceled. So, please pay attention to this. So, be kind, have fun, share your experiences and miss us when you go home.



Partnership: When we need to make a decision we will make it altogether since, each country is equal in the project.

Don't forget:

Neither project is a school, nor is a holiday. Care for program and rules and have fun. :) TRUST OUR EXPERIENCES ABOUT PROJECTS. THIS IS THE BEST WAY FOR YOU. YOU SHOULD DO THREE THINGS FOR THIS. **Relax, relax and relax.**

Team Leaders: You have to collect and manage your team, share their problems with us kindly and try to be part of the solution. Because good leaders can change everything positively or negatively. If somebody doesn't join the program without permission, you should find and learn her/his problem. Share this problem with the organizer to solve it. Sometimes, some participants may be sick. Of course, he cannot join the program then. But we should know that situation. When you go home, you must collect all your team's boarding passes and send them to us only by you. We don't want that everybody sends them by himself.

About The System: In projects, the organizer doesn't have to give reimbursement before final report. Final report takes one year nearly. But generally, if everything is ok, we give your money in maximum 6 months after we take your documents by post.

TO SUM UP

We are waiting for positive, cheerful, friendly, anti-racist, helpful people. Don't forget that PROJECTS ARE MADE ALTOGETHER. IF A PROJECT IS SUCCESSFUL, IT IS ALL TEAMS' JOB. SO, WE ARE A BIG TEAM AND WE CAN SUCCEED THIS ALTOGETHER.

THERE IS ONLY ONE DIFFERENCE BETWEEN HOSTING ORGANIZATION AND PARTNER ORGANIZATION: Hosting organization knows the conditions and projects the city better than the other teams. That is all.

These rules are written to maintain peace among the participants. These rules are all for both the Youth Exchanges and The Youth Workers' Mobilities. Even in youth Mobilities, we will choose a leader in order to provide a smooth process in our project.

The participants want, we can organize it altogether. If we cannot, you will have free time wherever you want to go.

I read and accept the rules.

Your Organization:

Signatures:

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ERASMUS+ PROJECT RULES DUE TO COVID-19 PANDEMIC

Due to the governmental regulations, there are certain rules which we have to act accordingly. Violation of these rules can cause a fine and we would be risking the public health. We are asking you to act responsibly and spend a healthy and enjoyable time during our project.



1. It is highly recommended to internationalize your homeland health insurance for being valid in the project country or provide a travel insurance.
2. Participants must avoid the contact with people from outside of the project.
3. Participants are obligated to wear mask during all the meetings and activities.
4. Participants should bring their own hygiene products.
5. Participants are responsible for the restrictions of their own country. - You might need a test before you enter your country, or you can enter quarantine for 14 days upon your arrival. Please check the website of the Ministry of Foreign Affairs of your country.
6. Participants are requested to leave clean common areas of the project.
7. Participants must take care of their own hygiene and wash hands after each activity as least 30 seconds long with soap.
8. Participants are responsible for the hygiene of their rooms.
9. Cultural nights will be held short and briefly but there will not be any dancing activity.
10. Participants must keep the rules of social distancing with each other.
11. Participants should choose one or two persons for daily shopping and avoid being in groups unless necessary.
12. It is strictly forbidden to gather with more than 4 persons except during the activities (rooms, common areas etc.)

PANDEMIC REGULATIONS

The countries have different regulations and requirements because of the Corona pandemic. It's your responsibility to check the rules of the country you are traveling to. They can require negative test result or even quarantine.

The costs such as vaccination, Covid-Test or quarantine are unfortunately not included in the project's budget and can't be covered.



I read and accept the rules.

Your Organization:

Signatures:

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I read and accept the rules.

Your Organization :

Date :

No	Full Name	Signature
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