Grey4Green

Active ageing and climate action through the involvement of senior citizens in nature conservation

Senior environmental volunteering programmes

Executive Package

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PROJECT PARTNERS

DENMARK

Frit Oplysningsforbund-Aarhus (FO-Aarhus) - Coordinator

FO-Aarhus (Association for Adult Education) is a non-government, non-profit organization established in 1973 to provide non-formal adult learning and counselling to the citizens of Aarhus. It has its own elected Board of Governors composed of representatives from the private sector, public administration, and the formal and vocational education sector. FO-Aarhus' basic expertise lies in non-formal adult education for the general public and specialization in programmes that help disadvantaged groups – e.g. immigrants, unemployed people, people with learning disabilities, dyslectics, people with mental issues – to enhance their quality of life and to integrate (or re-integrate) into society and the workforce. The aim is to strengthen the participants' personal, social, and vocational competencies as a stepping-stone to re-education, re-inclusion into the job market or further education.

CYPRUS

Center for the Advancement of Research & Development in Educational Technology (CARDET)

CARDET is one of the leading adult education research and development centers in the Mediterranean region with global expertise in adult education, social inclusion, project design and implementation, capacity building, and e-learning. CARDET is independently affiliated with universities and institutions from around the world, such as the Yale University, the University of Nicosia and the International Council of Educational Media. CARDET has completed numerous projects relating to adult education, eLearning, literacies, blender learning, university – community collaboration, MOOCs, digital tools, volunteering, and VET. CARDET brings together an international team of experts with decades of global expertise in designing, implementing, and evaluating international projects.

FRANCE

European Association for Local Democracy (ALDA)

ALDA is a non-profit association founded by the initiative of the Congress of the Council of Europe in 1999 whose main goal is to promote good governance and citizen participation at the local level. ALDA is a membership-based organization gathering more than 350 members (including local democracy agencies, local authorities, an association of local authorities, civil society organizations, universities, NGOs, grassroots associations, and public bodies), based in 45 countries over most of Europe and the European Neighbourhood countries, amongst these the Balkans, Belarus, Moldova, the Caucasus area, Turkey, and a few countries from the North African region. Its offices are based in Strasbourg (FR), Brussels (BE), Vicenza (IT), Subotica (RS), Skopje (MK), Chisinau (MD) and Tunis (TN). ALDA has 40 staff and various interns and volunteers who support the activities of the different offices. Today, ALDA is a key stakeholder in the field of local democracy, active citizenship, good governance, EU integration, human rights, and cooperation between local authorities and civil society. Most of its work is based on multilateral decentralized cooperation.

ICELAND

Environment Agency of Iceland (EAI)

Under the direction of the Ministry for the Environment, EAI's role is to promote the protection and the sustainable use of Iceland's natural resources, as well as public welfare by helping to ensure a healthy environment. EAI is a leading agent in environmental issues and nature conservation in the community. Its role is to closely monitor the development of environmental issues and safeguard the welfare of the public. One of the main roles of EAI is to manage and protect the Snæfellsjökull National Park and other 115 protected areas in Iceland. According to the Nature Conservation Act Nature Reserve is an area protected for its importance for wildlife (flora and fauna) and landscape. The primary work method of EAI is group work and works well for formulating the future policy of the EAI in each instance. It has about 90 full-time employees.

PORTUGAL

The Municipality of Lousada (Município de Lousada)

The Municipality of Lousada (ML) is a local public administration that manages an area of 95 km2 with about 50.000 inhabitants. This highly populated area, in a peri-urban region, faces many challenges regarding its sustainable development, life quality, and population literacy and citizenship. Thus, the ML's mission is to define guiding strategies and execute the resulting local policies through measures and programmes in various areas of our competence, promoting the quality of life of all citizens and ensuring high standards of quality services. Our work is directed at achieving sustainable development with benefits and opportunities to all our citizens, in terms of environment, social and economic fields.

PORTUGAL

Associação BioLiving

The objectives of this NGO are, among others, to promote sustainability through the engagement in environmental citizenship and public participation for the protection of nature, while boosting the social economy and fostering inclusion, peace, and solidarity, using education, natural resources, and the protection of nature as leitmotiv. BioLiving's operating model focuses on the proximity to communities, municipalities, schools, companies, and other NGOs. It believes that working in partnership with the stakeholders and populations facilitates the dialogue and the search for solutions for environmental education and nature conservation and their involvement and interest in environmental issues is more effectively promoted.

01
Introduction

The 'Grey4Green' Erasmus+ Project arises from the need to encourage a greater expression of civic participation from the senior community in Europe in the environmental, social and cultural field. The aim is to demonstrate the potential of active ageing in favour of a cause unequivocally essential to the whole society, such as sustainability and the fight against climate change. With a consortium of five European partner countries - Denmark, Iceland, Portugal, Cyprus and France - the project was born with the aim of promoting the social inclusion of elderly people through their involvement in the fight for sustainability and climate change mitigation in Europe.

The surveys carried out in the preparation of the Grey4Green showed that many institutions and organisations do not engage in implementing senior volunteer programmes because they don't exactly know how to do it, where to start from, or because they lack competences for such. On the other hand, volunteering programmes for nature conservation involve a legal framework related to private estate, species protection, authorizations for field work, insurances, data protection and so on that entities may not familiar with.

Furthermore, a proper volunteering programme should acknowledge the skills and contributions of the volunteers. However, in order to properly account for the contributions and competences acquired, a set of documents and registration forms are required. Most of the entities state their staff do not have time to prepare such a comprehensive set of documents, and therefore the implementation of volunteer programmed is forever postponed.

The Grey4Green consortium is responding to this specific need by providing a ready-to-use package of documentations called "the executive package" for any entity willing to implement a senior volunteer programme for environmental action.

02
Objective of the executive package

This specific executive package aims to provide information and ready to use documents that the organisers would need when planning volunteer and educational projects dedicated to senior volunteering towards nature conservation.

The guidelines to organise volunteering projects are detailed in the Implementation handbook which is one of the intellectual output IO4 of Grey4Green Erasmus+ Project. This handbook has been developed to provide a guide, with essential step-by-step guidelines for the implementation of useful, enriching and safe senior environmental volunteering programmes that can be carried out by a wide range of stakeholders. The needs, obstacles, challenges and potential of senior volunteering in the environmental field are presented in detail in this handbook through the experience of Grey4Green partners, so that they can be more easily overcome by entities interested in implementing. It is highly recommended to read this handbook first to be able to use this executive package.

03
Content of the executive package

With the consortium's years of experience in organising such projects and in using this kind of very practical documents, the executive package includes ready to use templates. In addition, some non-mandatory documents have been created to adapt to the local context and specificities of the partners' countries.

These are the templates available:
- Registration of the projects – description of the projects: details of the projects, number of volunteers needed, etc.
- Request of legal authorisations
- To do list per day – description of the tasks that need to be done
- Registration form – General information from the volunteer (personal data, emergency contact, health, insurance...)
- Registration of volunteers' hours – Timetable, overview of the planning and volunteers´ assignment
- Volunteer's certificate
- ID cards
- Survey - Volunteers' feedbacks.

Other templates available:
- Equipment checklist
- Risks assessment
- Request of legal authorisations.

This package has been tailored for volunteer programmes of elderly citizens in nature conservation tasks, but it can be easily adapted to other target audiences and topics, making it highly transferable and useful. With each template comes a detailed manual on how to use it that is described in the following chapter.

04
Detailed manual on how to use the executive package

In this chapter, you will find the descriptions of the templates and the details on how to use them with a step-by-step guide for each document. It is important to keep in mind that these documents should be adapted to the local context and that they are made to help the organiser to plan his projects. Some documents may not be relevant for some projects and thus don't have to be used. It is the organiser's decision to use one of the documents. This package will be dynamic and allow for specific adjustments according to needs related to partners' cultural and societal realities.

A. Registration of the projects

Word document – Appendix 1

Aim of the document: help the coordinators keep a track of the projects he is organising, help them allocate projects to volunteers.

1. **Registration number of the project:** add the ID number of the project (if relevant)
2. **Manager of the area:** name of the person who is the manager of the area the volunteers will be working in (municipalities, administrations, parks...) and needs to be contacted before the project starts
3. **Contact (phone number):** phone number of the manager (mobile preferably)
4. **Coordinator of the programme / project:** the coordinator of the project on the field (the one that will take care of the volunteers during the volunteering project)
5. **Contact (phone number):** phone number of the coordinators (mobile preferably)
6. **Name of the protected area / region:** name of the place, area, region where the volunteers will be working
7. **Precise location of the project (GPS coordinates):** only if relevant / it can also be the Google maps link of the location | meeting point
8. **Description of the nature of the problem, the assessment:** description of the problem, what is the problem (for example: lack of educational knowledge, a large amount of trash, expansion of an invasive plant...)
9. **Description of the project:** what is the project, what the volunteers will be doing
10. **Description of the tools and materials needed for the project (nails, wood, ...):** what is needed for the project (tools can be of different kinds, it can also be a phone, notepad and pen...)
11. **Equipment required for the volunteers:** specific equipment required (if not in the list sent to the participants of the project)
12. **Number of volunteers needed for the project:** how many volunteers are needed to complete the task
13. **Estimated time to complete the project:** how much time do you need to complete the task (note that this goes with the amount of volunteers required, the more volunteers you will have for the project, the less time it will take and vice versa)
14. **Schedule (dates of the project):** specific dates or period when the project can be accomplished
15. **Comments:** use this section if there is any additional information you find relevant (time of the year the project is doable, other requirements or particularities (isolated area, no signal...))

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B. To do list

Word document – Appendix 2

Aim of the document: help the coordinator keep a track of the tasks needed to be achieved for the project to be a succeed

Easy to fill in documents with one tab per month. Each month is broken into days.
Each day, the coordinator will write the "task to complete" and "who is in charge" of the task.
If there are multiple tasks to do on the same day, add an extra line in the Excel document.
Example of tasks: print out the volunteers' cards, call the manager of the area, prepare the tools....

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C. Registration form

Word document – Appendix 3
Aim of the document: help the coordinator get the information from the volunteers.

Google form advantage

It is easier to create a Google form for the registration form for many reasons:
- The data is secured and remains confidential,
- You have only one form and you can export the data into an Excel sheet with all the participants' information,
- You can send the link to the participants of the projects directly,
- The form itself is easy to read, to fill in and to understand,
- You can export the file in PDF and print it out if necessary (then you will have to enter the data manually yourself to collect all the data and export an exhaustive Excel document),
- You can edit the file at any time if the questions are not relevant / difficult to answer...

The template

The template has been built over Word, thus it is very easy to create a Google document or a Microsoft Forms.

The sections are:
The common section
In the common section, the volunteer will have to write:
- Nationality
- Full name
- Date of birth
- Email address
- Mobile phone number
- Permanent address
- Emergency contact details (it is very important to get at least the name and the mobile phone number)

General health and medical information
In this section, it is important to modify/add/erase the options depending on the project you are organising or the group of people you are working with (too many options would probably be too overwhelming for the volunteers to fill in).
- Medications constraints
- Prescribed medication
- Dietary requirements (only if you intend to give some drinks or food during the programme)

First aid training and qualification
This section depends on the type of project, but it is anyway very valuable to know if some of the volunteers (especially if working in teams) are first aid trained.

Competences and qualifications
This section is very important so you can adjust the project to the qualifications / type of work the volunteer already did / will be willing to enjoy. The volunteer may write: gardening, planting, teaching, carpentry, landscaping...
The questions should be specific for each of the organisations considering the projects they will organise.

Availability
It is important to know when the volunteers are available and where/how they can reach the location. In this section, it is also asked to the volunteer whether they can drive/have a vehicle.

Health insurance and other liability insurance
This section is important but not necessary if your institution is not having any insurance
for the volunteers.

Terms and conditions
Each organisation should get its own terms and conditions.
The terms and conditions are the general rules that the organisation is setting for its volunteering
programme and what the volunteers need
to know before signing up. This section is to ensure awareness of the volunteers in terms of:
- The safety of the volunteers,
- The behaviour expected from the volunteers,
- Other matters: equipment requirement, expenses, facilities, or any relevant top

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D. Registration of volunteers' hours

Word document – Appendix 4
Aim of the document: help the coordinator keep a track of the volunteers' hours.

Easy to fill in document.
Information needed:
- Name of the volunteer
- Tasks
- Location
- Dates
- Working hours

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E. Volunteer's certificate

Word document – Appendix 5
Aim of the document: help the coordinator reward the volunteer at the end of the project

Easy to fill in document.
A certificate to give to the volunteers to confirm their working hours. Information needed:
- Name of the volunteer
- Number of hours of volunteer work
- Location
- Dates
- Name and logo of the organisation

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F. ID Cards

Word document – Appendix 6
Aim of the document: help the coordinator identifying the volunteers involved in a project

Each ID card requires some information such as:
• Name and Surname of the volunteer
• Volunteer programme name
• Coordinator phone number and email address
• Emergency contact

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G. Survey - Volunteers' feedbacks

Word document – Appendix 7

NB: The document available and downloadable is a Word document and it is very recommended to create over Google document or any equivalent software like Microsoft Forms the questionnaire. It is explained the advantage of Google form.

Aim of the document: help the coordinator get feedbacks from the volunteers at the end of the project

Google form advantage

It is easier to create a Google form for the registration form for many reasons:
• The data is secured and remains confidential,
• You have only one form and you can export the data into an Excel sheet with all the participants' information,
• You can send the link to the participants of the projects directly,
• The form itself is easy to read, to fill in and to understand,
• You can export the file in PDF and print it out if necessary (then you will have to enter the data manually yourself to collect all the data and export an exhaustive Excel document),
• You can edit the file at any time if the questions are not relevant / difficult to answer...

The template

The template has been built over Word, thus it is very easy to create a Google document or a Microsoft Forms.

• **Have you enjoyed the activity?** The volunteers can rate from 1 (not at all) to 5 (a lot)
• **What did you like the most?** The volunteers will tick the boxes. Please remove or add any relevant option.
• **Have you felt safe during your volunteering experience?** The volunteers can rate from 1 (very unsafe) to 5 (very safe)
• **How did the coordinators/staff of the organisation support you?** The volunteers can rate how the coordinator was helpful during the project (from the ''recruitment'' and through the activity) from 1 (Not responsive) to 5 (very responsive)
• **Were you satisfied with your volunteering experience?** This is where the volunteers can rate their experience in general from 1 (not at all satisfied) to 5 (extremely satisfied)
• **How likely are you to continue volunteering in the future?** The volunteers judges if they are likely to continue to volunteer from 1 (Not at all) to 5 (Extremely likely)

- **How did you find this volunteering opportunity?** The volunteers explains how they found the opportunity of volunteering (social media, word of mouth, website...)
- **Any suggestion to improve the programme?** It is a none required question so the volunteers can write their suggestions if they have any.

Specific questions can be added on each organisation's registration form.

H. Equipment checklist

Word document – Appendix 8
Aim of the document: help the volunteers to prepare themselves for the volunteering mission.

Easy to fill in and update document. The equipment checklist has to be adapted to the mission the volunteers will be doing. This document should be given to the volunteers before they start the project.

I. Risks assessment

Word document – Appendix 9
Aim of the document: help the volunteers' leaders to assess risks on the working site.

Easy to fill in and update document. This document has to be introduced to the volunteers' leaders before the volunteering mission starts. The risk assessment has to be adapted to the mission the volunteers will be doing since the risks will not be the same.

J. Request of legal authorisations

Word document – Appendix 10
Aim of the document: make sure the coordinator gets the permission from the landowner / manager of the area the volunteers will be working in.

This template has to be adapted to the local context. Many organisers may not need to use this template.

05
Conclusion

The executive package as presented in this document is a set of 10 template documents. It answers the need of a ready-to-use set of documents to assist anyone who will be organising a senior volunteering programme. It is complementary to the senior volunteers for nature implementation handbook, which is a step-by-step guide to organise a volunteering project. Whereas the templates of this package can be fully used as they are, they can be adapted to the local context, the size of the project or the organisation´s habits. All the documents can be indeed easily edited by downloading the files from our online platform.

Grey4Green

www.grey4green.eu