



**ASSOCIAZIONE
DI PROMOZIONE SOCIALE**



**INFOPACK
FOR ESC VOLUNTEERS**

THE ASSOCIATION

Associazione Kora was founded in August 2015 to promote environmental, intercultural and social awareness through youth projects.

Kora coordinates Erasmus+ non formal education projects including training courses, youth exchanges and volunteering projects on different topics in Europe, South-East Asia and Latin America.

It is based on La Buona Terra school farm, the first educational farm in Italy, with over 30 years of experience in working with children, young people and adults of all ages. La Buona Terra produces organic olive oil, essential oils of various aromatic herbs, and offers environmental education for groups of all ages.

The main target groups of Kora are:

- Marginalised youth (unemployed, drop-outs, disorientated, economically disadvantaged)
- Youth in general (15 to 30 years old)
- Local community of Passignano sul Trasimeno and Umbria

YOUR PROJECT

Your project is part of “European Solidarity Voices”, a triennial volunteering partnership project coordinated by Associazione Kora that involves more than 200 volunteers in 3 years and whose main objective is to spread awareness on the importance of volunteering and solidarity.



VOLUNTEERS' ACTIVITIES

- Gardening and agriculture: restoring medicinal herb garden, planting and maintaining the vegetable garden, learning and promoting self-production of food as a mean for sustainable living
- Renovation of the spaces (benches, fences, common areas, dormitory)
- Supporting outdoor group activities hosted at the farm
- Common cooking



The volunteers will work for 7 hours a day, 5 days a week with 2 consecutive free days free (not necessarily Saturday and Sunday), plus 2 free days a month.

Tasks can be slightly flexible also according to the volunteers' learning expectations and association's needs. Some flexibility is required also because the activities might vary according to the weather conditions and the season (in the summer will start earlier and have longer lunch break, to avoid the heat).

Volunteers will take turns in being "on duty" every 4/5 weekend: meaning that they have to be present in the farm and make sure that the hosted groups carry on their community tasks and be the first person of contact for those on the farm. This will take around 4 hours on Saturday and 4 hours on Sunday. These hours are counted as working hours, so volunteers will have 2 hours free every week included in their 35 weekly hours.

KORA ESC LONG TERM VOLUNTEERS WEEKLY TIMETABLE							
Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9	13	Week plan with the tutor Preparing farm works	Gardening and agriculture Cooking	Gardening and agriculture	Gardening and agriculture Personal project	Day off: trips to other villages and cities, meeting with other volunteers, resting time	Day off: trips to other villages and cities, meeting with other volunteers, resting time
13	14	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
15	18	Upcycling and maintenance	Upcycling and maintenance	Italian language session	Weekly evaluation with the mentor	Day off: trips to other villages and cities, meeting with other volunteers, resting time	Day off: trips to other villages and cities, meeting with other volunteers, resting time
18	20	Free time	Free time	Free time	Cleaning and shopping	Free time	Free time
20	21	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
21	-	Free time	Free time	Free time	Free time	Free time	Free time



SUPPORT

- 5 € per day as pocket money, given monthly in cash.
- Food
- Health insurance (www.cigna.com)
- Travel reimbursement from their country up until a fixed amount (180 € from 100 to 499 km distance, 275 € from 500 km to 1999 km, 360 € if more)
- Regular mentorship and supports in the learning process
- Italian language online course for 2 hours a week for the first 2 months

FOOD

Kora staff (supported by 1-2 volunteers) will make a weekly general grocery for the volunteers, writing the shopping list with them.

Kora will provide a weekly shopping of groceries. The shopping list is prepared together with the volunteers and is opportunity to reflect on the impact of our actions on the environment, seasons, local traditions and products. Meals are mainly, vegan and vegetarian, as well as seasonal for environmental and dietary reasons. Italian traditional food generally includes pasta or rice at least once a day.

In addition to the general grocery, provided by Kora, each volunteer receives 20 euros per month to freely buy any extra food which they wish.

2-3 volunteers will then cook in their house, taking turns. When groups are hosted on the farm, volunteers will eat with them.

Volunteers will be responsible of the cleaning of their dish and of the eating area after every meal.



ACCOMMODATION

Volunteers will live in a big house in La Buona Terra farm, sharing rooms of 3/4 volunteers of the same gender. The house consists in sleeping rooms, living room, dining room, bathrooms, showers, laundry room. It is equipped with heating, washing machine and wifi. The farm also hosts other long term volunteers from other organisations and short term projects participants.

Farm's address:

Fattoria Scuola La Buona Terra

Via Campagna 26, 060656 Passignano sul Trasimeno (PG), Italy

FARM LIFE

Volunteers will live in a rural area and in an intercultural community, experiencing all aspects that these two things imply: sharing time, spaces and daily tasks, taking care of their accommodation (consider 2 hours per week for cleaning, counted as mandatory hours for the community a part from the weekly work hours which are 35)), respecting each other and the people around them. Farm life, among many things, means being ready to living the work rhythms of a farm, which can be hard and early (in summer work can start at 6:30 am due to the heat), as well as enjoying the contact with nature (no loud partying on a daily basis).



COVID-19 MEASURES

Volunteers have the responsibility to strictly and carefully respect the Italian national measures against COVID-19, and any measure that will be requested by the hosting organisation.

In particular, volunteers must:

- Arrive with a negative COVID-19 PCR test; it can be directly refunded by Kora if its cost, added to the travel documents, doesn't exceed the travel budget (check next page), otherwise we need to ask approval to the Italian National Agency.

Volunteers must keep the test receipt and result in order to be reimbursed.

- Avoid mass events and risky behaviours for 10 days before the arrival trip: if the volunteer tests positive at the arrival in Italy, he/she will have to quarantine in a hostel at his/her own expenses. After 14 days he/she can join the project at the same, full conditions described in this agreement
- Stay in the farm for 14 days after the arrival
- Avoid mass events and risky behaviours when outside the farm
- Respect any new regulation that the Italian government might adopt during the project and any measure that the hosting association will consider necessary.

TRAVEL REIMBURSEMENT



In order for the travel to be reimbursed, it is fundamental that volunteers send us all original travel documents: flight invoices, boarding passes, bus/train/shuttle tickets etc. The reimbursement can't be made without these documents.

A volunteer will not be reimbursed if after one month from the end of the project we haven't received all her/his travel documentation.

Volunteers will be reimbursed maximum two months after they fill the online final report of the project and they send us all the travel documents, including the original paper documentation of train, bus and shuttle tickets.

Maximum budget is to be calculated according to ESC rules (180 € up until 500 km, 275 € up until 1999 km, 360 € if more)

Paper documents must be sent by post to the following address:

Via Campagna 26, 06065 Passignano sul Trasimeno, Italy

TRAVEL CONDITIONS

Travel to and from Passignano must be continuous, with no layovers, in second/economic class, and volunteers must leave and go back to the same city of origin: any change in these guidelines must be communicated and approved by Kora.

Travel by car is possible, if these conditions are respected:

- Need of providing documents (fuel receipts and/or highway tickets) that prove place of departure and place of arrival
- Need of travelling maximum 2 days before the project start date and 2 days after the project end date; layovers are possible but cannot be two nights in the same place and must be necessary.
- Reimbursement will be calculated by summing 0,21 € per km of the travel distance to highway tickets
- Maximum budget is to be calculated according to ESC rules (180 € up until 500 km, 275 € up until 1999 km, 360 € if more)
- In any case, travel by car **MUST** be approved by Kora prior to the travel.

Regardless the means of transport, if you plan to take your free days at the end and leave Italy from another city, you must inform the project coordinator at least 10 days before, so that we can ask for approval to our National Agency.



INTERNATIONAL TRANSPORT:

The closest international airports to Passignano are:

- Perugia (PEG)
- Florence (FLR)
- Ancona (AOI)
- Bologna (BLQ)
- Rome Ciampino (CIA)
- Rome Fiumicino (FCO)
- Pisa (PSA)



LOCAL TRANSPORT AND AIRPORT TRANSFER TO PASSIGNANO

You can check all train connections, hours and prices at <http://www.trenitalia.com/tcom-en>.
You can check bus connections, hours and prices at <https://www.flixbus.com/> and <http://www.umbriamobilita.it/it>.

From Perugia airport

If you arrive to Perugia airport take Umbria Mobilità bus to Perugia Fontivegge train station. One-way ticket is 2,50 € if bought at the airport bar, 3,50 € if bought on board. From Perugia train station take regional train towards Passignano sul Trasimeno. Price: 3,60 €.

From Florence airport

Take Busitalia Volainbus to BUSITALIA Bus Station nearby the Florence SMN Railway Station. The travel time is 20 minutes and ticket cost: 6,50€. There is also an option to take tramway from Florence airport to city centre (Piazza dell'Unità Italiana) The ticket cost: 1,50€. From Firenze Santa Maria Novella take regional train towards Foligno and get of in Passignano sul Trasimeno. The ticket costs: 12,40€ one-way.

From Ancona airport

Reach Castelferretti train station, then take a train to Ancona, then to Passignano sul Trasimeno (you might have to change train in Foligno).

From Bologna airport

Take Aerobus bus to central station (Bologna centrale). There is a bus every 11 minutes. One-way ticket is 6 €, and tickets can be bought online or directly on the bus. The travel time is 25 minutes. From Bologna Centrale take train to Passignano sul Trasimeno; there are no direct trains, you will have to change once or twice according to the time of the day. For all train timetables check <http://www.trenitalia.com/tcom-en>

From Rome Ciampino and Fiumicino airports

Take airport bus to Roma Termini train station. Buses leave from the airport when they are full. Terravision is the cheapest company (4€ one-way, tickets can be bought on the bus). The travel time is 60 minutes. From Roma Termini train station take regional train towards Firenze Santa Maria Novella and change in Terontola-Cortona and take train towards Foligno. Get off in Passignano sul Trasimeno.

From Pisa airport

Take the direct shuttle bus from Pisa airport to Firenze Santa Maria Novella. During the day, the bus runs to Guidoni tram stop (from Guidoni you can reach the centre of Florence with tram line T2) in the evening and at night the bus terminates at central station Firenze SMN. At the airport, bus tickets may be purchased at the Information Desk (Arrivals Area). One-way ticket is 14 € and return 28€. The Bus Area (P6) is located just outside the Passenger Terminal Arrivals Area. The travel time is 60 minutes.

*Note about train tickets in Italy. Tickets can be bought from the ticket office, online or ticket vending machine (see figure 1 below) of Trenitalia. All tickets (not digital) must be stamped in the machine (see figure 2) prior to getting on the train! If not a penalty of 100 € can be required.



Figure 1



Figure 2



WHAT CAN YOU DO IN THE AREA

Umbria region is mostly rural and gained the reputation of “green heart of Italy”. Passignano sul Trasimeno is a small town of around 5.000 inhabitants, located by Trasimeno lake, one of the biggest lakes in Italy. In Passignano you can find shops, restaurants, services and a train station that provides regular connections to other cities like Florence (1h30) and Rome (2h).

PLACES TO VISIT:

- Assisi and Saint Francis church
- Scarzuola museum and park
- San Casciano thermal baths
- Orvieto cathedral
- Marmore waterfalls

FESTIVALS AND EVENTS:

- Umbria Jazz festival in Perugia, July
- Chocolate festival in Perugia, October
- Gastronomic village festivals, from spring to autumn
- Trasimeno Blues festival, July

Discover more with this [video](#) and at [Umbria Tourism](#).

WHAT TO BRING

- Sunglasses
- Towels
- Swimming suit
- Sun hat or cap
- Summer clothes
- Warm clothes
- Working clothes (clothes that you don't mind getting dirty)
- Camera
- Adapter for Italian plugs
- Sleeping bag (for trips)
- Hiking shoes



EMERGENCY NUMBERS

Emergencies : 118

Police : 112

Fires and rescues : 115

Hospital in Passignano: 075 829871, via della Pieve 4, 06065 Passignano sul Trasimeno (PG)

STAFF CONTACTS



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We look forward to meet you!