



ON-ARRIVAL TRAINING

ASSOCIAZIONE INCO-MOLFETTA

LET'S GET TO KNOW EACH OTHER!

TEAM-BUILDING

ACTIVITY



Want to know what it is?

[Watch the video!](#)



Open badge - LET'S HAVE FUN (AND A CERTIFICATE ;)) DURING OUR PROJECT!



Register in the
platform and
start exploring



Your first steps:

[Welcome to your ESC in Molfetta - Onboarding](#)

[Your ESC Journey in Molfetta](#)



WELCOME ON BOARD DEAR VOLUNTEERS!



Ready to start this new adventure through your **#ESC project** in Puglia?
Let's get started!

First, let's reflect a bit about your...



Let's review each organization and its role...



SENDING

Organisation in your own country

- Pre-departure training
- Help in travel and visa issues
- Providing infokit about ESC
- Supporting all the partners in case of difficulties
- Keeping in contact with the volunteer - monitoring
- Facilitating the re-integration



LEAD

Association InCo-Molfetta

- Accomodation
- Providing pocket money, food allowance
- Administrative issues
- HENNER enrollment
- Assignment of a mentor
- Complementary activities (they have priority!)
- Monitoring: evaluations, meetings & reports
- Enrollment to NA trainings
- Mediation between partners
- Supporting the volunteer in case of difficulties (+ contact Sending)
- **YouthPass certificate**
- Personal project
- Final report

HOSTING

Organisation in which you make the activities

- Accomodation
- Programming the activities/tasks + schedule (be punctual and follow the agreed working time!)
- Supervision and guidance -> Assignment of a tutor (agree with them about your schedule and holidays and days-off)
- Transport in case of activities outside the city
- Providing the language course
- Personal project

WHO TO CONTACT?



1. I am sick and I do not know where to go

2. I want to know when I can go on holiday

3. I have On Arrival training but I am blocked in Rome (and the On Arrival is in another place outside of Rome)

4. I have taken the wrong train because my train tickets are wrong

5. I do not find my keys

6. I am organizing my travel back home at the end of my project

WHO TO CONTACT?



1. I do not find my flat anymore because I had a party and I'm drunk

2. My documents, telephone and money have been stolen on the beach

3. How much money should I receive in my first month?

4. How much money should I receive in my second month?

5. I have an emergency and cannot go to work

6. I am waiting 1 hour at a bus stop and it's 40 °C

Let's review each responsible figure and its role...



Tutor – supervisor of activities

- Organising and monitoring working activities
- Assistance during working hours
- Establishing the rules and schedule to follow

IT'S ME, PATRIZIA!



Inco-Molfetta - Coordinator, tutor of InCo

- Travelling / documents problems
- Difficulties communicating with mentor / tutor
- Clarifications about the project and complementary activities
- Urgent problems related to your apartment

10-18
**Available
during
office hours!**

Mentor - "Personal support to the volunteer"

- Checking about the wellbeing of volunteer in general
- Assistance in case of disagreement, dissatisfaction or difficulty
- Helping the volunteer to find a solution in case of a personal problem, etc

(The engagement with the volunteer can vary)

THE VOLUNTEER...



DUTIES

- **PREPARATION**

Take part in the language course, ESC preparation activities (sending organisation), training seminars in Italy, volunteers' meetings organised by InCo

- **BUREAUCRACY**

Keep original tickets, boarding passes and invoices; fill in the monthly participant report in time

- **ACTIVITIES**

Take part in foreseen activities and communicate 2 weeks in advance absence and holidays, to your tutor

- **ACCOMMODATION**

Follow carefully the accommodation rules and waste collection policy

- **CONFLICT SITUATION** - Cooperate actively on finding the solution!

+ *positive attitude, stay motivated, be curious, take initiative, open mind, seriousness, ...*

RIGHTS

- **ACTIVITIES**

Receiving appropriate task-related support and guidance

- **PRACTICAL ARRANGEMENTS**

Pocket money, food allowance, lodging, reimbursement of travel cost, language course, insurance

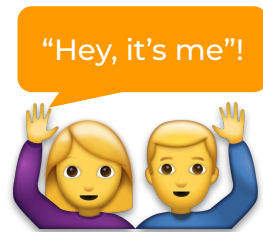
- **TUTORING**, from sending and hosting organisation

- **MENTORING**

- **YOUTHPASS**

+

great experiences, new skills, new friends, a sea full of opportunities lying ahead in your future, ...



PRACTICAL DETAILS



HOLIDAYS



Every volunteer has the right to **2 days-off / month**. These can be cumulative.

Holidays must be agreed upon with your tutor.

The situation regarding volunteers working in schools is a bit different...

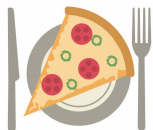


- **Fixed national holidays in Italy:** from 23rd December 2025 to 6th of January 2026 (Christmas), from 25th March to 30th March 2027 (Easter)
- When the organisation or school decides to stay closed those days are considered holidays - Check their calendar with your tutor!
- If you want to take some days off for a holiday, please send an email to **esc.molfetta@incoweb.org**, putting **silvia.depalo@incoweb.org** and **your tutor** in CC. Please submit your request at least two weeks in advance.



POCKET MONEY

- It is equal to **180 euros/month**
- The payment will be effectuated via bank-transfer within the 10° day of each month (every 30 days), except for the first month. If you didn't receive your money within 10 days – reach back to InCo.



FOOD ALLOWANCE

- It is equal to **180 euros/month**
- Same payment system as for the pocket money

that's why you will receive a total of 360€ each month...



INTERNET

Internet is not intended as a service which InCo must provide

You can get it at your own expenses, but do not install cable and access-point that requires to make holes in the wall or install cables or changing the condition of the flat



...AND YOU HAVE CLEANED IT PROPERLY!!!



HEATING - The use of the heating system is allowed (about 3 hours a day) from 15 November to 31 March, not in the night, or if the windows are open, or if nobody is in the flat - Pay peculiar attention to it because it's extremely expensive!



ELECTRICITY - Switch off the lights when you are out and, in general, try to have a mindset actively focused towards *energy saving*!



SECURITY MEASURES



Close the windows when you are not at home, to avoid them being broken by *strong wind and rain...*

ANY DAMAGE occurring from such cases will be charged to YOU.

... AND TO AVOID HOME ROBBERIES



WHATSAPP is our main mean of communication. Volunteers are part of the official WhatsApp group and should regularly check and reply to messages (if needed)!

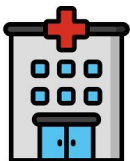


PRACTICAL DETAILS



SICKNESS

- In case of illness, volunteers must inform the tutor *BEFORE* the agreed working hour and not *AFTER* its start, *or it will be counted as a holiday!*
- If after 2 days (even non-consecutive) the situation is not improved, the volunteer **MUST** go to see a **doctor (Dr. Antonio Centrone)**.



BEWARE! If you go straight to the hospital with light symptoms you can be charged up to 70€, and in any case you might have to wait for several hours!

in case of light symptoms local Pharmacists can be of great help!

INSURANCE: HENNER

The volunteer anticipates the costs and afterwards HENNER reimburses your medical expenses!

- For big expenses, ask them first!
- Have always your insurance number and your card with you, together with the European Health Card

For REAL EMERGENCIES call: your **mentor, tutor** or **your flatmate!**

always choose proximity help first



IMPORTANT PHONE NUMBERS

EMERGENCY: **112** (all emergencies);
113 (police) **118** (ambulance)

InCo: 350 1584747
office hours 09:00 -13:00
and 15:00-18:00

DOCTOR CONTACT

Your Doctor is **Dr. Antonio Centrone**

Address: Via Carlo Cattaneo 61, Molfetta



Opening hours:

Monday: 16:00 – 19:00 (last entry preferably before 17:00)

Tuesday: 9:00 – 12:00

Wednesday: 9:00 – 12:00

Thursday: 16:00 – 19:00 (last entry preferably before 17:00)

Friday: 9:00 – 12:00

Normally, the doctor works by appointment, except on Mondays (open access). Appointment is needed – call before going there.



Phone number: +39 320 4989566

RACCOLTA DIFFERENZIATA

WASTE SCHEDULE

WASTE SHOULD BE PUT OUT, IN FRONT OF THE EXTERIOR DOOR, FROM 20.00 TO 00.00 ACCORDING TO THE SCHEDULE IN A TIGHTLY CLOSED BAG AND A SUITABLE BIN

Monday

Non-Recyclable (blue bin).

All waste that cannot be collected separately:

e.g. Nappies, Sanitary pads, Tampons, Toys, dirty baking paper, cotton buds, ceramics, cosmetics, dental floss, masks, gloves, receipts, cigarettes and cigarette buds...

Tuesday

Wet & Organic (brown bin).

+ Glass (only a bag).

Food, kitchen waste, dirty paper towels, napkins, tea bags and infusions, coffee grounds, natural cork, hair, egg shells...

Glass bottles, jars (washed), bowls, glasses, glass marbles, jugs, perfume bottle in glass...

Wednesday

Paper & Cardboard (blue bin).

Paper, cardboard, tetrapack, newspaper, magazines, books, notebooks, advertising pamphlets, paper bags, boxes for pizza without food scraps, egg trays and containers in cardboard, clean paper towels...

Thursday

Wet & Organic (brown bin).

Food, kitchen waste, dirty paper towels, napkins, tea bags and infusions, coffee grounds, natural cork, hair, egg shells...

Friday

Plastic & metal (only a bag).

Plastic containers, metal cans and tins, plastic packaging, plastic plates and cups, aluminium foil, plastic bags, bottles, detergent (washed and rinsed), plastic food bags...

Sunday

Wet & Organic (brown bin).

Food, kitchen waste, dirty paper towels, napkins, tea bags and infusions, coffee grounds, natural cork, hair, egg shells...

nothing on Saturday

LETTER TO MYSELF



<https://www.futureme.org/>

Write a letter to your future self
– for example,
for the end of your project



PLANNED ACTIVITIES



Festa della Madonna dei Martiri + Molfetta Day
8-9 sept



Welcoming evening fo
ESC volunteer with the
Youth Forum of Molfetta
10 sept



ENVY Festival +
Language exchange
18-19 sept



Festa dei Popoli
26 sept

ENJOY YOUR EXPERIENCE!

Welcome to
Molfetta, Italy - **EUROPE**



ASSOCIAZIONE
INCO-MOLFETTA

