



*To anyone applying to "Joining People Together"
For an experience in cultural Exchange abroad
(training, internship, residence sharing)*

Dear young and not so young applicants requesting an internship or a period of residence sharing abroad, here are some **conditions** and **phases** needed to make you live a powerful human, cultural and professional experience.

CONDITIONS:

1. **"Joining people together" has neither got offices in any other country nor volunteers or co-operators abroad.** We support from home the social work of our partners who represent the expression of the local civil society. We offer them friendship, advice, knowledge, funding and, if necessary, we send local or international technicians to them or partner countries.
2. **You will therefore be welcomed abroad and supported by local people.** You have nothing to worry about, we know our partners very well and we have built a strong relationship with them based on friendship and collaboration, developing many activities and projects together. We guarantee they will offer you a warm hospitality, both logistically (accommodation, food), and regarding contents (experience, motivation and cognitive knowledge). You should consider our partners as a branch of "Joining People Together".
3. Once you become a "guest" of our partners', don't forget:
 - a) **Humility:** you don't teach them, they teach you instead, since they were there before you and will be there after you. There will be many things you will have difficulties to understand!
 - b) **Availability:** they will do their best to give you a comfortable hospitality, to provide you with materials and opportunities for your human, cultural and professional development. They will make available people and know-how. In exchange, you can offer any type of service you may be able to provide, even the humblest, and be ready to accept that sometimes they won't have time for you or they will need to adjust your plans.
 - c) **Aspecificity (advice for university students):** though you may be interested only in specific areas related to your degree thesis, be willing to discover also other sectors of your host NGO, and/or other local NGOs. Especially try not to miss any human opportunity to live and exchange with your colleagues and with other people. Broaden your horizons as best as you can. Build up bonds of friendship and sharing.
4. **We can send you to Romania, to the Democratic Republic of Congo, Cameroon, Tchad, Nepal, Sri Lanka.** You must be able to speak at least a little English or French.
5. **If you still need to choose a topic for your degree thesis, you might visit our website www.incontrotraipopoli.it/scambi/stage-e-tirocini/.** There you will find a list of "Degree thesis in search of authors". If you don't find anything you like, we can meet and discuss other opportunities together. Of course, you can intern with us even if you are not writing your thesis.

PHASES:

1. In view of the above, if you still want to apply to "Join People Together" for a cultural exchange (internship or residence sharing), **please send to scambiculturali@incontrotraipopoli.it your request (directly in the email and not as an attached document) in conformity with the below format:**
 - Name, surname, year of birth, mobile phone number, languages you speak, nationality, residential address, home address (if different from the residential one), stage or residence sharing length and when you want to undertake it, higher qualifications, course or master you are attending, university you are enrolled to.

- Your Curriculum Vitae (max 10 lines): personality, social, professional and volunteering experiences you have lived, what are your expectations.
2. After receiving your email, **I will phone you** to arrange a meeting at our office in Cittadella, Padua; if you are abroad we can meet via Skype.
 3. During the **meeting**, you will be able to understand if your request has been accepted and, if so, we will discuss when, where and a partner you can carry out your internship/residence sharing with.
 4. We will agree when you are going to **join us in Cittadella for a couple of weeks**; a fortnight spent with us before going abroad will give us an opportunity to get to know each other. We are not a company, rather a group of people working together in association and you will be, even for a short period of time, part of our family.
Besides, knowing you, we will be able to ensure our partner we are sending someone valuable.
 5. For students: despite the number of training/internship hours requested by your university, your experience with us starts with the fortnight spent with us and ends with the step 12) mentioned below. Interning with us means accepting to live a period of human and professional growth, assisted by us.
 6. The day you arrive, **we will ask you to apply as a “volunteer”** (not a member) of **“Joining People Together”**. This will ensure you are covered by insurance, either in the short term you will spend with us, and during your stay abroad. In order to cover your insurance expenses, you are requested a contribution of 25 €.
 7. Your first task will be to **write your Curriculum Vitae in French or English** (point 1), that we will send to the partner that will host you and approve your stay. Please add a couple of photos of yours: a close-up and a photo in which you are standing will do.
 8. Then, **we will contact the chosen partner**, so we you can plan your stay together. You have to copy us on every email or communication you will have with your partner.
 9. In the meantime, **flight ticket, visa and vaccinations will be your own responsibility**. If you are a student, you will also provide us with all the documentation your university requires for your internship; we will sign it and send it back.
 10. Finally, **you will leave for your internship**.
 11. **During your stay abroad**, you will keep in touch with us via Skype, Facebook or Whatsapp at least once a week. Maybe you will need our advice on something or some explanation. We will need you too: you could help us understanding many things about our partner, the country and our influence there. Your youth, your perceptions and intuitions will be very important in order to improve our service to the poorest.
 12. We will ask you to publish, during your stay abroad, a storytelling about your experience in our Facebook page.
 13. At the end of your internship/ residence sharing you are expected to:
 - a) come to Cittadella for an exchange and a final report;
 - b) an article about your experience that will be published on our quarterly newspaper;
 - c) a copy of your degree thesis (if centred on your internship);
 - d) the organisation of some activity/ sensitisation event in your town/village, neighbourhood, at your relatives' or friends' in order to influence other people inspiring solidarity, international exchange and social commitment, perhaps coordinating with “Joining People Together” a special money raising in support of a social situation in the partner country you experienced and hold in esteem.

If you need any more information, do not hesitate to call 335 836 70 12.

Looking forward to hearing from you soon,

Leopoldo Rebellato
in charge of “Cultural exchanges”