



STEP 1 The Project Description – Describe your project or volunteering activity and your participants

Step one of the RIVER procedure has two main functions:

1. Describing your volunteering project/ volunteering activity and bringing about the background and context, main elements, objectives, processes and aspired competences in order to create awareness and sharpen the focus for the evaluation process
2. It shall enable the REVEAL community to compare similar projects/activities and to learn from each other
 - Parts of the description will be integrated into the certificate, correspondent questions are marked italic.
 - Inserting the volunteers for the evaluation

Step 1 concerns the description of your informal/non formal learning action (a volunteering project or activity), following a pattern provided by the system. The aim of this step is to support you in documenting systematically the learning action in which the competences of the participant(s) are to be evidenced and assessed.

Information on the volunteering project or activity (the main required aspects are marked with an asterisk*)

*title of the voluntary activity**

project or activity description:*

Start date of the volunteering activity:

Start date current activity

Content localisation (country):

Who are the volunteers?

Descriptions of volunteers' profiles: Do you know the volunteers? Are there any special needs, preferences etc.?(please refer to special characteristics/needs)

Why do the volunteers contribute in the project or activity? What is their motivation to participate?

Where does your volunteering project/activity take place (school, neighbourhood, club, home etc.)

Which resources do you need (e.g. equipment), what is available?

Who initiated the volunteering project/activity? Is it supported externally?

Aims/Goals

What are the aims of the volunteering project/activity from your institution's point of view?

Are there other aims and expectations related to your volunteering project/activities from external bodies or persons (donors, funding authorities?).

Is there a discrepancy between your goals and the goals of the external?

To what extent are the principal goals, objectives and guidelines of the volunteering project (programme) understood by the participants?

What is your motivation to validate the competence development of your volunteers?

Volunteering Project/Programme/ activity Implementation:

What activities are the volunteers involved in?

Who are the supporters or facilitators for the volunteering activity or project? What roles and responsibilities do they have?

Duration of the volunteering project/activity: How many hours/days do you plan to be the volunteers involved

Which situations during the voluntary project/activity could have a learning effect on the volunteer? See e.g. informal learning patterns)

What are the expected learning outcomes of the activity/volunteering project on the volunteer?

Knowledge and skills (is there any extra knowledge they should acquire)

Affective competence dimension (change/development) of attitude?)

Activity level (change of behaviour/what do they do within the volunteering activity?)

Assessment method(s)

Experiences

Evaluation summary:

Future perspectives:

Annexes:

Group description

Here you insert information about the selected group (necessary in case you want to do a group-evaluation, otherwise this field just helps to further clarify the profile of your volunteers to yourself)

Name:

Description:

Volunteers' motivation:

Understanding of project goals, objectives and guidelines by the volunteers:

Group tendencies:

Summary of the individual tendencies:

Name:

Individual volunteers' description

In this part of step 1 you prepare the system for inserting the evaluation results of your volunteers in Step 4. Therefore it is necessary to fill it.

Information about the selected volunteer*

User name: (volunteers name or code, appears for navigation in left widget in Step 5)

First name:*

Last name:*

Gender*:



Day of birth:*

Location of birth*:

Street:

zip:city:

country:

phone:

e-mail:

educational background:

profession:

evaluation summary:

For the pilot reports copy and paste the above chart according to the number of your volunteers.

Step 1 – Owner/Evaluator

Project Owner

User name:

Institution:

Contact person, first names:

Contact person, last name:

Street:

Zip:City:

Country:

Phone:

E-mail:

Field of activities:

Targeted groups:

Please note: You don't have to fill all the fields here. However, the learning project description should show a good picture of what you are doing and aiming at and include the most necessary details.