



# The Homeless World Cup International Volunteering Programme

Poznan 2013 Homeless World Cup

August 10th-18th 2013

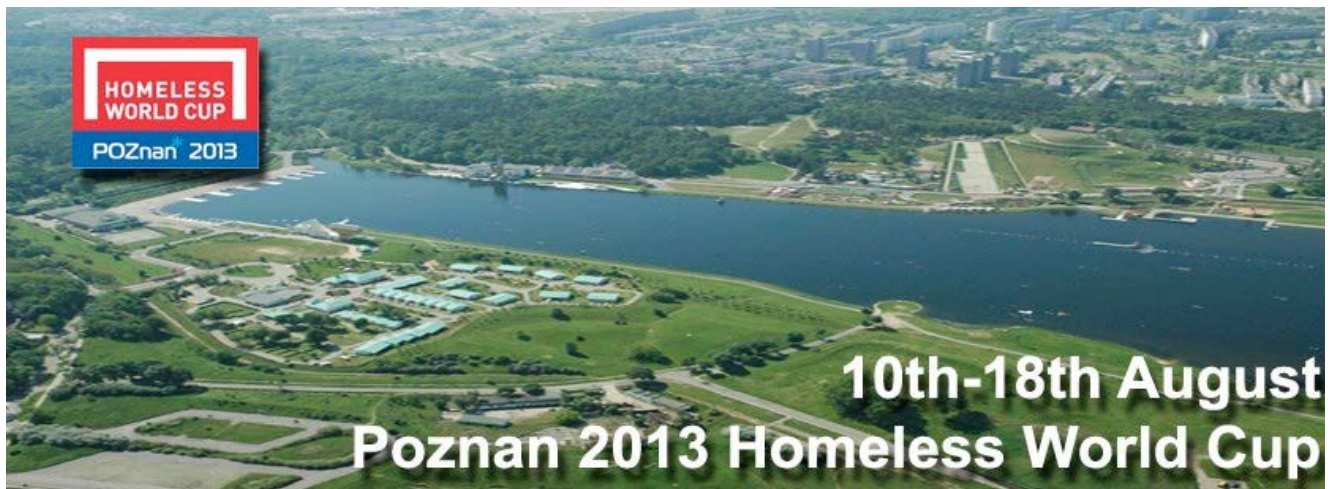
## INTRODUCTION

**Could you be part of a team to deliver an international event for thousands of people? Are you committed to a global movement to end homelessness? Are you passionate about how football can play a key role in transforming lives?**

**If you are nodding feverishly then you best read on!**

The Homeless World Cup's International Volunteer Programme is an opportunity for you to be part of their annual football tournament, this year being held in Poznan, Poland. The nine day event brings together 48 different international partners, 64 teams and several thousand participants.

Each year the Homeless World Cup calls upon a team of skilled and dedicated volunteers to make the event a success.



## GENERAL CONDITIONS

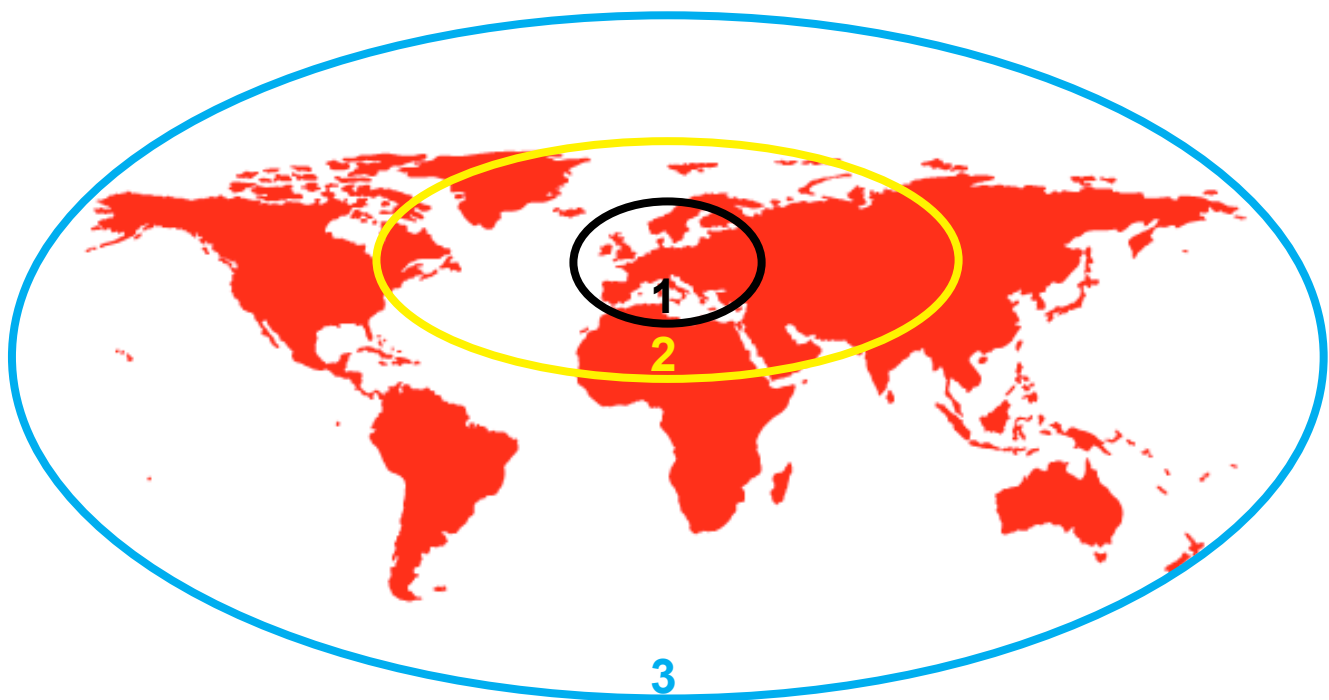
We are currently looking for a **maximum of 15 volunteers** to take part in our international volunteering programme and go with us to Poznan, Poland, next August. These volunteers will be working alongside the Homeless World Cup team in making this event exceptional!

Before the tournament itself, we are asking volunteers to fundraise for the Homeless World Cup Foundation.

Depending on where you come from, we will ask you to raise between £500 (US\$780) and £1000 (US\$1560). Please see the map on Page 4 to see how much YOU need to raise. Please note that you also need to make your own way to the tournament.

All monies raised will be used to support the charitable work of the Homeless World Cup Foundation.

## FUNDRAISING MAP



- 1** £1000 for people living in or coming from Europe
- 2** £750 for people living in or coming from the USA-East Coast, Northern Africa and part of Asia
- 3** £500 for everybody else

Please note these targets are in British Pounds. You will need to convert them in the relevant currency.

## WHY A FUNDRAISING MAP?

Every volunteer has to make their own way to the tournament, in Poznan, Poland for Friday August 9th and depart on Monday, August 19th 2013. We understand that depending on where you live or will be flying from, airfares will be very different. That is why we have created the Fundraising map!

**Please note that we will assess applications on a one by one basis and may decide to change your fundraising target. However, this will be communicated to you before you start fundraising.**

## WHAT HAPPENS ONCE IN POLAND?

Once you arrive in Poznan, Poland, we will cover your accommodation (on a 2 people sharing basis), your food and internal transport. We will also arrange for you to take part in all the activities the Homeless World Cup players will be involved in.

During the tournament, you will be part of the Homeless World Cup staff and work in one of the three following departments:

- Media/Social Media: website, social media channels and exposure
- Sports: helping to organise the games, controlling the scores, etc.
- Logistics: helping to manage the event and teams.

## APPLICATION PROCESS

If you have decided this is an adventure you want to be part of, please fill in the form at the end of this document and send it to us **before Friday March 1st 2013**.

We will then let you know, if your application has been successful.

In order to confirm your participation in our International Volunteering Programme, you will need to pay a **5% deposit of your total fundraising target**.

Over the next 5 months, and **before August 1st 2013**, you will need to send your total fundraising target to the Homeless World Cup Foundation and organise your travel to Poland.

Throughout the process we will be in touch with you, via emails and also a dedicated Facebook Group created for our 2013 International Volunteers! This will enable us to send you updates about the tournament and also determine what role you will have during the tournament as well as gather the information we will need (diet requirements, travel details, etc)

Finally, we will see you in Poland!

# International Volunteering Programme 2013

LIMITED number of places

## What role?



## What do you need to do?



## What does it include?



## Timeline



Enroll before **March 1st 2013**



**Your participation is confirmed + you have paid a 5% non refundable deposit, START FUNDRAISING!**

All money fundraised should be sent by  
**August 1st 2013**



## Important



You will have to go through selection process  
Enrolling **DOES NOT MEAN** you will be accepted  
into the programme!

Flights to Poznan, Poland **ARE NOT** included!



## Where does the money go?



## PAST VOLUNTEERS' TESTIMONIES

Previous volunteers have come from a range of backgrounds and brought a variety of different skills. One thing they all have in common is a passion for the cause and a determination to pull off a truly remarkable event. As well as helping to deliver a life changing event for the participants, most of the volunteers experience a transformation in their own lives too.

We asked some of the volunteers from previous years to put into words their Homeless World Cup experiences...

*"The spirit and attitude of the volunteer team is something I have never experienced in any other work environment. There is an unfaltering commitment to the cause where no challenge is too big. Inspiration is easy to find from your colleagues, the staff but most of all the players. It's a true privilege to be part of something so powerful."* (Ben Carpenter)



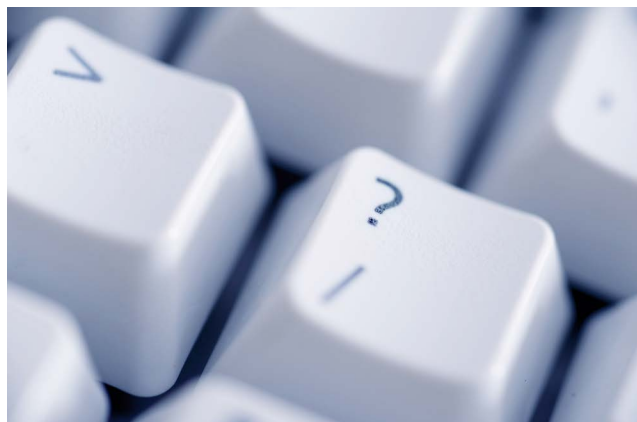
*"It has been a wonderful experience volunteering for the Homeless World Cup and I can honestly say has changed my life. I have learned a lot from passionate and caring individuals and met strong, resilient players and coaches. I've been inspired to continue the necessary work to help my fellowman and giving up is not an option."* (Grecia Garcia)







*"I've been lucky enough to volunteer at the Homeless World Cup for the past two years as part of the Sports Team in Paris and Mexico City. This team is involved with everything from managing the field and registering teams, to tracking statistics and organizing friendly tournaments. It's been an incredible experience to work so closely with the players and to witness their extraordinary determination, dedication, and passion – not just to the tournament, but to changing their lives. I still have a hard time putting into words the overwhelming experience of being part of the Homeless World Cup - the best way I can describe it is the place where I feel the most alive. If you are passionate about sports and serving the world's people, there is no better "home" for you than the Homeless World Cup!" (Amber McMahon Donna)*



## FREQUENTLY ASKED QUESTIONS

### What are the criteria to be selected?

Based on our past experience, A LOT of people apply to attend our annual tournament and help us onsite, which is great! However, we do not have the resources or capacity to accept everyone. Your previous experience, CV and the information you provide will help us assess your suitability and most appropriate role for you at the event.

### What can I do to fundraise? How do I get started?

There are tons of ways you can raise £1000! You can get sponsored for a personal challenge like skydiving or going to work in a silly outfit. You can organise fundraising events (football tournaments, pub quizzes, concerts, etc) or you can start an online fundraising campaign. For more information on how to start and what to do, see our Fundraising section of the website!

### Can I produce any promotional material for any fundraising event or sponsorship?

The more you promote what you do, the more successful it will be! We encourage you to produce posters, leaflets, online pages, etc. to promote your efforts. However, anything you want to publish has to be approved by the Homeless World Cup Foundation first. Please send us your templates and ideas and we will get back to you with an approval or comments! Please refer to our brand guidelines, that you can find on our website.

## How do I send the money to you?

If you are organising events, you can collect the money raised for those and then transfer it to us. Please use the following bank details:

Barclays Bank Plc  
Account Name: Homeless World Cup Foundation  
Sort Code: 20-33-70  
Account Number: 30309753



You can also set up a Just Giving page, linked to the Homeless World Cup Foundation or transfer all money to our GlobalGiving page. Note that making a bank transfer is much better for us, as there are no fees involved (whereas Just Giving and Global Giving have a fee on every donation made). If people want to support you directly on Global Giving, they can do so by making a donation to the Homeless World Cup Foundation page, under your name, as a gift to you or in honour of you (option to do so on Global Giving).

Alternatively, you can also send cheques to the Homeless World Cup Foundation office.

Whatever you decide to do, it is important for us to track where the money is coming from so we can acknowledge it is coming from YOUR fundraising efforts. Always remember to put a reference with your name!

## If I have any questions or comments, who do I contact?

Whatever the question or problem, please contact Zakia. She is in charge of the International Volunteering Programme and should be made aware of any issue. Please also send her all promotional material, so she can pass it onto our communication department.

Her email address is [zakia@homelessworldcup.org](mailto:zakia@homelessworldcup.org)



## APPLICATION FORM

Please complete the following form and send it back to us **before March 1st.**

- Via email to [zakia@homelessworldcup.org](mailto:zakia@homelessworldcup.org)
- By post to: International Volunteering Programme  
Homeless World Cup Foundation  
29 Drumsheugh Gardens, Edinburgh EH3 7RD.



## Poznan 2013 Homeless World Cup

August 10th-18th 2013

### International Volunteering Programme Application Form

#### GENERAL INFORMATION

Title: Forename(s): Surname:  
Sex: M/F Age:  
Address:  
Tel:  
Mob:  
E-mail:

#### VOLUNTEER INFORMATION

**Please supply all information that you feel is relevant. Please note we will treat all information supplied as confidential but may need to share it with third parties where appropriate.**

Have you volunteered for any organisations or fundraised in the past? Please detail

Are you currently working?

If in employment, what is your job?

Will your employer sponsor you/match your fundraising?

If student, what are you currently studying (please specify year of study)

Languages Spoken:

Have you ever travelled before? If yes, what countries?

Have you got any medical condition or dietary requirements that we should be aware of?

How did you hear about the Homeless World Cup? How did you hear about the International Volunteering Programme?

How long do you think you will be staying in Poznan (estimate)

What department would you like to volunteer for: (delete as appropriate)

Logistics    /    Sports    /    Media-Social Media

**Please note: this does not guarantee you will be given a place as per your choice.**

After the International volunteering programme is complete, will you require a reference letter?

Do you want to gain university credits through this programme?

Please attach a recent CV as well as a photograph of yourself (**portrait**)

Please attach a covering letter explaining why you think we should consider your application. You can detail any previous experience or relevant information.

## **TERMS AND CONDITION OF ENTRY**

By registering for the Poznan 2013 Homeless World Cup International Volunteer Programme and paying your non refundable registration fee (5% of our total fundraising target) you are pledging to raise funds (amount agreed with the Homeless World Cup Foundation) for the Homeless World Cup Foundation.

Registration is complete when you have received confirmation of your enrolment by the Homeless World Cup Foundation and have paid your 5% non refundable deposit.

Once you receive notification of your participation in the Poznan 2013 International Volunteering Programme, you will be required to put down your non refundable deposit.

Once you have been noticed that your application was successful, you may need to send us a medical certificate and passport details.

Individuals entering the event must be at least 18 years of age on the day of departure.

You agree to represent and raise money exclusively for the Homeless World Cup Foundation. All funds raised in connection with the Poznan 2013 International Volunteer Programme must be paid to the Homeless World Cup Foundation. Monies cannot be split between different charities or given to preferred teams.

The full fundraising total is required by August 1st 2013 for you to participate as a volunteer at the Poznan 2013 Homeless World Cup. Failure to raise the agreed amount on time may jeopardize your participation in the event.

You are aware that transport to and from Poznan as well as your travel and personal insurance are not included and are not the responsibility of the Homeless World Cup Foundation.

Gift aid is not included in your fundraising target unless collected through the JustGiving website. (This applies to UK only).

Participants outside the UK must agree a fundraising target with the Homeless World Cup before registering to take account of currency exchange rates.

The Homeless World Cup Foundation can, at their sole discretion, withdraw a participant before or during the event. This right is only likely to be exercised for health and safety reasons. For your own safety, and the safety of the rest of the group, you must abide by the decisions and leadership of the Homeless World Cup Foundation.

Should you have to withdraw for any reason, you should inform the Homeless World Cup Foundation in writing, send all sponsorship forms and money collected directly to the Homeless World Cup Foundation, and notify your sponsors that you are no longer taking part. All sponsorship monies will be retained by the Homeless World Cup Foundation unless your sponsors request in writing that the Homeless World Cup Foundation return it to them within one month of your notifying them (Not applicable for online donations).

The Homeless World Cup cannot accept liability for any injury, loss or damage unless it arises from the negligence of the Homeless World Cup Foundation as the case may be.

You must take out comprehensive personal accident, travel and loss insurance covering you for the specific activity and provide details 5 weeks before the event.

Your passport must be valid for 6 months from the date of leaving the country you are visiting. If visas are required you must ensure that you have a valid visa for travel.

Itineraries, schedules and accommodation may change and other alterations may occur which are beyond the control of the organiser or the Homeless World Cup.

All individuals taking part do so at their own risk.

If you are refused entry to or from the country you are visiting, additional costs are your responsibility.

If cancellation occurs in circumstances where your travel insurance might refund certain costs paid by the charity, you agree to pay any sums that you recover to the Homeless World Cup Foundation.

You must not suffer from alcohol or drug dependency, nor have any criminal convictions that are not disclosed at the time of applying to participate.

The interests and good reputation of the Homeless World Cup Foundation are paramount and your place in this event may be withdrawn if the organisers believe it is in the best interests of the Homeless World Cup Foundation to do so.

You agree to complete and sign the International Volunteers chart of conduct on arrival at the Poznan 2013 Homeless World Cup Tournament.



## YOUR COMMITMENT

I confirm that to the best of my knowledge my general health and fitness is good and I take the responsibility for my ability to take part. I confirm that the above information is true and accurate to the best of my knowledge. I am applying to take part in the Poznan 2013 Homeless World Cup International Volunteering Programme and confirm that I have read and agree to the Terms and Conditions of Entry.

Name (in Capitals)	Signature	Date

Before sending this form, please ensure you have read the Terms and Conditions of Entry.

## Application Checklist

☐ Is your application fully completed?

☐ Have you attached your CV and covering letter addressed to the Homeless World Cup Foundation?

Send your application by post to:

International Volunteering Programme 2013  
Homeless World Cup Foundation,  
29 Drumsheugh Gardens, Edinburgh EH3 7RD.

Or email it to: [zakia@homelessworldcup.org](mailto:zakia@homelessworldcup.org)

### **To be received by March 1st 2013**

It really helps Homeless World Cup Foundation if we can keep you informed about our work and how you can help us. If you would prefer us not to contact you for this purpose, please tick this ☐

If we are keeping in touch with you, doing so by email will help keep our costs down. Please tick this box if you are happy to receive such information from us by email. ☐

The Homeless World Cup Foundation is a charity registered in Scotland - Charity Number SCO37091, Company Registration No. SC293141 (Scotland)