



GUIDELINES FOR EDUCATIONAL INSTITUTIONS PARTICIPATING IN THE INITIATIVE

- Integrate mentoring model into your educational institution's **regular activities** - for example, by **complementing** students' socio-external activities. As well as providing digital literacy skills for seniors, these activities can be of great **benefit** to the young people involved, who will experience the role of a "teacher", get to know the older generation better, learn from their **life experiences** and get advice.
- Youngsters can volunteer from the **age of 14**. Those under 18 years of age should provide written parental/guardian **consent** if required by the host institution* or educational institution.
- **Inform students** about the opportunities and features of volunteering of IT mentorship. If possible, help interested students to get to know the library or other host institution. There they will be able to advise elderly people on **everyday IT issues**: how to use smartphones, WiFi, social networks, online safety, etc.

** Here, the **host institution** acts as a facilitator of the consultation, providing the premises for the consultation and supervising the timetable. This can be any institution open to the public such as library, community centre, cultural centre, etc.*



- **Explain** to students how host organizations will need to register volunteering. It is best to **inform staff** directly about these requirements.
- Each volunteer will work out a convenient **schedule** in the host organization. Anyone who wishes to do so will be able to **sign up** for his/her consultations. It's also possible to do consultations together with a friend.
- Volunteers will only arrange **consultations** with a member of staff of host organization (please let them know how to contact the staff). Visitors will only interact with the volunteer in the premises of the host institution and only during the consultation.
- Staff of the library or other accepting institution will try to **help** with **any questions** the volunteer may have.

- Volunteers do not have to know **all the answers** to all the questions, but they will do their best to find the answers. Advise students where they can find out more about the specifics of counselling seniors or about technology - recommend to familiarise with the **guidelines for young volunteers**.
- Regularly **discuss** students' volunteering **experiences** with the staff of host institution.
- Help host organizations staff to **promote** the it as a cultural, event and volunteering hub in schools. Suggest the best way to do this. Invite local **senior citizens' organisations** with which you work to the consultations.