



ECOLOGIA YOUTH TRUST

The Park

Forres

Moray

Scotland

IV36 3TD

Tel/Fax: +44 (0) 1309690995

Email: info@ecologia.org.uk

Web: www.ecologia.org.uk

APPLICATION PROCEDURE and COSTS

Making all the arrangements to volunteer in Kitezh-Orion can be done easily but you should start planning your trip **3-4 months before you want to travel.**

Ecologia Youth Trust will organise all your travelling arrangements for you and provide you with comprehensive information and instructions throughout the application process. We are available for support and advice throughout your stay. After you leave to go to Kitezh, you will be in good hands. There are e-mail facilities at Kitezh and Orion and Ecologia Youth Trust staff will be available to provide you with assistance via telephone or e-mail at all times during your stay.

Think carefully about how long you want to stay in Kitezh, because we can only issue your 'visa support' for the a maximum period of 90 days. You can visit Moscow at the end of your stay in Kitezh within the 90 day limit.

To enter the country of Russia as a Volunteer, you require **5 items.**

1. **Letter of Invitation** also called "Visa Support". We will provide you with this. The Russian Consulate requires it so they can issue you a Visa. A Russian organisation must invite you to Russia. There are different types of Invitations relating to the length of stay in Russia and the cost differs also.
2. **Medical Insurance** combined with a Travel Insurance Policy. The Russian Consulate requires this to issue your Visa. You can take out your own policy, or we can arrange one for you through a speciality insurance company. Their prices are competitive and provide excellent benefits.
3. **Visa.** There are different types of Visa relating to the length of stay in Russia issued by the Russian Consulate or Embassy based on the Invitation or Visa Support that we will provide.
4. **Passport.** Must be valid for the time of stay in Russia PLUS *at least 6 months after you leave Russia.*
5. **Police Check.** All Volunteers are required to obtain a Police Check in their country of residence as a measure of protection for the children at Kitezh. Kitezh reserves the right to ask Volunteers to leave at any time without refund if their behaviour is deemed inappropriate. You need to apply for a Police Check in your own country of residence, and this will take up to 6 weeks in UK, possibly longer in other countries. We MUST have sight of it before you leave. **We strongly recommend you apply to your local Police Station for a police check as soon as possible.** For US Citizens we can supply the name of an agency that will do this for you.

COST: Volunteers to Kitezh contribute to the general sustainability of the community, which is why we ask you to pay for your stay. The Basic cost outlined below includes accommodation & food, Visa support, Volunteers information pack, Visa application guidance including letter of support and transfers from Moscow to Kitezh on arrival and departure. It does not includes Consular fees, airfare or travel insurance which are estimated below.

Cost Breakdown:

Basic cost: 2 months in Kitezh including Visa support

£1,320*

Additional month

£130 per month

Russian Consular Fee (applies to **UK only**)

£95

Airfare London-Moscow return

approx. £200-£300

Travel Insurance

approx £72 for 2 months £97 for 3 months

***USA £1,325; Australia £1,340**

PLEASE NOTE: Applications for Visa support from Russia cannot begin until we have received your £250 deposit. This is NOT refundable should you change your mind. Visas are available NOT LESS than 8 weeks from the date of receipt of deposit and Passport details.

Ecologia will accept payment by the following methods:

- ✓ **Cheque** payable to: **Ecologia Youth Trust** and send to 66 The Park, Forres, Moray IV36 3TD Scotland
- ✓ **Credit/Debit card** via the Virgin MoneyGiving button on our website - **add 5%** to cover the charges we incur.
- ✓ **Bank Transfer** – There are no additional fees for Online Bank Transfers. We will give you the details when you apply.

Ecologia Youth Trust is a Scottish Charity SC023976 that supports Kitezh Community for Russian Orphans in Kaluga, organises Volunteer programmes and Youth Exchanges at Kitezh.

HOW TO VOLUNTEER AT KITEZH-ORION

STEP 1)-YOUR INTRODUCTION.

Before Ecologia Youth Trust can approve your application to Volunteer, KitezH needs to see your Introduction Questionnaire and give us their approval. It is both a courtesy to KitezH and a reassurance for our volunteers so that you know KitezH welcomes you before you commit yourself. Complete the questionnaire as truthfully and fully as you can and return it to Ecologia Youth Trust. We also require the names of TWO Referees who can comment on your suitability as a volunteer. Choose Referees who know you well enough to give an honest appraisal of your character. They should not be family members. Once your introduction has been approved we will write to you to confirm your acceptance and ask you to call to Ecologia Youth Trust for a telephone interview. All this is make sure that you will be happy at KitezH. Then we will send you a booking form.

CHECK LIST of DOCUMENTATION WE NEED:

- Introduction Questionnaire
- Reply from 2 Referees
- Telephone interview

STEP 2)-BOOKING FORMS WITH SUPPORT DOCUMENTATION AND DEPOSIT.

Complete and return the Booking Form, with a scanned copy of your passport and send the deposit. If you require a quote for airfare, travel insurance or additional accommodation, please indicate this on the form and we will reply to you with a price. Please scan the passport pages that have your picture and personal details. It must be a good clear copy. The Booking Form provides us with your personal and travel details. The support documentation required is listed on the Booking form. Please be as specific as you can about your travel dates and plan to **Arrive AND Depart on a Wednesday into/from Domodedovo Aiport, Moscow**. Your return date can be flexible so make sure that your 90 day visa will allow you enough time to complete your trip. The deposit covers the cost of obtaining the Visa support and the booking fee, which is non-refundable if you change your mind after we have applied for the Invitation. Once we have received your forms, passport scan and deposit, we will apply for your visa support. This usually takes 6 weeks **but it may take longer**. **Do NOT book a non-changeable air ticket until you receive confirmation from us that your invitation has been processed**. We will send you a letter of confirmation, an invoice and a Preparation Information booklet to help you prepare for your trip. As soon as you have been accepted into the programme, **we strongly recommend you apply to your local police station for a police check as soon as possible**. For US Citizens we can supply the name of an agency that will do this for you.

N.B. You must send us all this information at least 8 weeks before your departure date.

CHECK LIST of DOCUMENTATION WE NEED:

- Booking Forms 1 & 2 (with final travel dates) by email
- Indemnity Form signed in hard copy
- COLOUR SCAN of passport by email
- Deposit of £250
- Police Background Check

STEP 3)-FINAL DOCUMENTATION AND PAYMENT.

Your Invitation will be sent to you by DHL from KitezH to the address you give on your Booking Form.

To apply for your visa: There is now an Online Visa Application system so you have to apply yourself. We will send you instructions how to fill it in. You will need send to the Visa Service Centre your passport, printed and signed online visa application Form, 1 passport photograph, a stamped self-addressed envelope with postage paid, travel insurance copy and a postal order for the Visa Processing Fee. Send your police check report, together with your final payment to Ecologia Youth Trust. Once we receive this we will send you a receipt and a final confirmation letter detailing all your travel arrangements.

N.B. You must send us this information at least 4 weeks before your departure date.

CHECK LIST of DOCUMENTATION YOU NEED to APPLY FOR YOUR VISA (we will give you instructions on what you need to do):

- Passport valid for 6 months after departure from Russia
- Visa application form submitted online, printed, signed & dated
- 1 passport photo
- Letter of Invitation from KitezH
- Evidence of medical insurance cover
- Pre-paid 24-hour recorded delivery stamped self-addressed envelope
- Postal Order for the Visa Processing Fee
- Send to Ecologia Youth Trust**
- Final payment