

APPLICATION PROCEDURE and COSTS

ECOLOGIA YOUTH TRUST was established as a Scottish Charity SC023796 in 1995. Kitezh Children's Community is the cornerstone of Ecologia's financial and practical aid in Russia. Ever since it began, Ecologia has been actively involved in the growth and development of Kitezh, providing training by British professionals, organising a Volunteers programme, 'Adopt a God Child' programme, and helping raise funds to build the village. Ecologia Youth Trust is the contact point for Kitezh outside Russia.

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

Ecologia Youth Trust will help you organise all your travelling arrangements and provide you with comprehensive information and instructions throughout the application process. We will be available for support and advice as required throughout your stay.

We can only issue your 'visa support' for a maximum period of 90 days but we ask that you make a commitment of at least 8 weeks to Kitezh/Orion if this is your first visit. You will be able to visit Moscow at the end of your stay in Kitezh as long as it is 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". 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 it so they can issue you a Visa. You can take out your own policy, or we can organise 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. 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.**

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 include Consular fees, airfare or travel insurance which are estimated below.

Cost Breakdown:

Basic cost: 2 months in Kitezh including Visa support	£1320*
Additional month	£130
Russian Consular Fee (includes return postage)	£96
Airfare London-Moscow return	(approx. £200-£300)
Travel Insurance	£60-£100
Reduced Visa fee for some non-UK passports	ask for information

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** - Please make cheques payable to: **Ecologia Youth Trust** and send to 66 The Park, Forres, Moray IV36 3TD Scotland
- ✓ **Credit/Debit card** via the Donate Now button on our website - Please **add 5%** if paying via the website to cover the charges we incur.
- ✓ **Bank Transfer** – There are no additional fees for Bank Transfers done online. However, if you go into your branch in person to do this, please add **£7** for each separate payment made (i.e. Deposit + £7 and Final Balance + £7) to cover the bank charges.

HOW TO VOLUNTEER AT KITEZH?

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 enclosed 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.

Now 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.** You need to complete and return the booking form, supply the support documentation and a deposit. The Booking Form provides us with your personal and travel details. Please be as specific as you can about your travel dates and plan to **Arrive AND Depart on a Wednesday into/from Domodedovo Airport, Moscow.** Your return date can be flexible but make sure that your visa will allow you enough time to complete your trip. The support documentation required is listed on the Booking form. 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. Complete and return the Costs Form. If you require a quote for airfare or additional accommodation, please indicate this on the form and we will reply to you with a price. We need a scanned colour copy of your passport. Please copy the pages that have your picture and personal details. It must be a good clear copy. Once we have received your forms 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 plenty of preparation information to help you prepare for your trip.

N.B. You must send us 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
- Confirmation of Police Check applied for: Date _____

STEP 3)-FINAL DOCUMENTATION AND PAYMENT.

On receipt of your final payment we will send you full instructions for how to complete the required online visa application form. With this we will include a covering letter to support your visa application and your Insurance Certificate (if applied by us).

N.B. You must make your final payment at least 4 weeks before your departure date.

CHECK LIST of DOCUMENTATION YOU WILL NEED to APPLY FOR YOUR VISA:

- Passport valid for 6 months after departure from Russia
 - Visa application form completed online, signed & dated
 - 1 passport photo
 - Evidence of medical insurance cover
 - Invitation
 - Letter of support
 - Postal Order for Consular fees made payable to RNT Ltd
 - Pre-paid Self Addressed Special Delivery Envelope for Return of your visa to your specified address
- (Please note you can elect to pay £7.40 to have the visa application centre supply the returns envelope)

After you leave to go to KitezH, you will be in good hands. There are e-mail facilities at KitezH and Ecologia Youth Trust staff will be available to provide you with assistance via telephone or e-mail at all times during your stay.