

SAME

Quality Guidelines





PREAMBLE

SAME stands for '**Solidarity Action Day Movement in Europe**'. This movement includes several organizations in Europe that carry out an annual action day. During this day, pupils get the chance to exercise a job of their choice instead of going to school. Their salaries are used to support youth projects in the whole world.

SAME organizations act on the grounds of the human rights. The network stimulates youngsters worldwide to work together for a sustainable and fair world.

SAME enables youngsters from different backgrounds to learn from each other with the aim of strengthening their sense of social, ecological and economical responsibility and their competences, so as to become active citizens in their societies. SAME organizations spread their message through a variety of channels to reach a broad spectrum of people. The network believes in the power of young people and wants to make their voice heard, so it can influence public opinion and policy making.

These quality guidelines make up a common ground for the SAME. They define good quality regarding the work within the SAME organizations and the SAME network. All SAME organizations agree to the guidelines because they have a great feeling of responsibility for their work and aim to fulfill this responsibility while demanding high quality. They declare they will take these guidelines into account in their daily work. The guidelines should be seen as a tool to improve the organizations' work, by reflecting both on their strengths and elements which can be improved. They will, however, in no case be imposed as 'rules'.



GLOSSARY

- organization:** organization which carries out the action day
- project:** either organization-based project, national/international project supported by the donation of funds raised through the action day or both
- supported project:** project that is supported by the donation of funds raised through the action day



GUIDELINES

1. The organization is run by youngsters.

Youngsters run the organization through decision and policy making, electing the projects, campaign making, etc.

2. The projects are carried out by youngsters.

Youngsters are the ones that actively work on the action day and they are the focus of the information campaign.

3. The organization works for youngsters.

The organization deals with the problems and interests of youngsters. The projects are for youngsters around the world and all the work is based upon the idea of solidarity with other youngsters.

4. The organization supports education.

Education is one of the main keys for development. This is supported by the organization and is the main focus for projects.

5. The organization empowers youngsters to get informed, take a stand and act.

The projects of the organization promote active citizenship. The organization offers information to youngsters and lets them choose to work actively on a voluntary basis. This information is appropriate for the youngsters. The organization believes that education and action are interdependent. Before the annual action day, an awarenessraising campaign on different projectrelated topics is carried out. Educational materials for the formal education sector (e.g. materials and workshops for schools) are developed and the organization engages in non-formal education (e.g. workshops for volunteers and local student representatives). Peer education is the central pillar of the organization's work. In order to foster critical awareness, the organization shows how global processes and issues intersect with local decisions and practices.

6. The organization is religiously and politically independent.

An open and welcoming organization doesn't exclude because of different beliefs. This does not mean that the organization does not express political opinions or is against religion, but rather that it is independent from and not associated with political parties and/or organized religions.

7. The collected funds of the action day are monitored and always arrive at the promoted place.

The projects are closely monitored through regular reporting and good communication with the partners. This is to ensure that the collected money always arrives at the promoted place.

8. The projects are transparent in all regards.

There is transparency throughout the projects. There is transparency in the finances of the projects, the decision-making in the organization and projects and in participation possibilities. There is also an open source of information and documentation regarding the projects and organization.

9. There is ecological, economic and social sustainability and responsibility.

The organization works towards ecological, economic and social sustainability in its projects.

10. There is no discrimination and a broad spectrum of people is involved in the organization and its projects.

The organization and its projects are for everyone. It works actively to be represented by a broad specter of people. Religion, sex, age, origin, educational status, sexual orientation, disabilities, finances or other parameters are not an excluding factor for participation in the organization and its projects.

11. There is continuous appreciation.

People working for and with the organization are continuously appreciated. A good environment helps to build an organization that people want to be a part of.

12. There are active discussions about the organization's views and values.

It is important for all organizations always to have a discussion going on about their own views and values, to sustain credibility and to encourage development in the organization and its projects.

13. The project is embedded in overarching concepts and values.

Overarching concepts and values like supporting human rights create a unity in the work the organization does.

14. The organization enables intercultural exchange.

Youngsters around the world can learn a lot from each other. It is therefore important that the organization enables a cultural exchange in order to raise global awareness.

15. There is a clear organizational structure.

The organization has a clear structure with a clear division of tasks and responsibilities. This is to ensure an effective and well-running organization.

16. There are verifiable goals and objectives established through internal debates among all participants.

It is important to establish common goals through debates throughout the organization.

17. The steps taken in the project are continuously documented and evaluated.

There is an ongoing evaluation of the organization and of the projects. This evaluation includes tips and feedback that can be used for improvement.

18. The organization preserves knowledge through constant peer exchange and archiving.

To be able to develop, it is important that knowledge is constantly exchanged and old materials are archived. Learning from peers is encouraged.

19. The project is embedded in local and regional networks.

This is to ensure projects are sustainable and to create a sense of ownership for the people participating in the projects. This is also important to create a strong and sustainable organization.

20. The partners are strengthened without creating dependence.

The organization supports projects in becoming sustainable and self-sustaining after the cooperation has ended.