

*The Reception booklet
of Germany
and
Frankfurt am Main*

V 1.2

Frankfurt am Main, 11th of August 2006

Dear Trainee,

This booklet gives you a glimpse of Germany, with the help of AIESEC and the Trainees you will be able to acclimate to your new environment more quickly and avoid possible bad surprises and misunderstandings!

Be prepared for one of the most exciting experiences of your life!!!

*Welcome to Frankfurt am Main
Germany!!!*

Impressum

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0. Introduction

This is a small booklet prepared by AIESEC members and Trainees for the people coming to Frankfurt-Germany for the first time. The aim is to help them integrate themselves as fast as possible to the German Life and Culture. It is also under permanent construction and update, and it is the duty of all the new Trainees to help improving this manual. The .doc version can be found in the link "files", at the trainee yahoo groups guysandgirlsforfree@yahoo.com.

1. AIESEC in Frankfurt /Main

13th March 1953 Frankfurt was elected to be a member of AIESEC Germany.

Today our LC has ca. 37 active members. Besides the Local Committee President we work in six teams to manage the daily AIESEC work.

Our focus is to give people the opportunity to develop themselves by having intercultural experiences and so become open for the problems and differences in the world.

www.aiesec.de, www.de.aiesec.org.

2. Facts about Germany

<http://en.wikipedia.org/wiki/germany>, <http://www.deutschland.de>, <http://www.meinestadt.de>

<http://www.bundesregierung.de/en>, <http://deutsche-kultur-international.de>, www.germannews.de, www.germany-tourism.de, <http://www.stadtplan.net>, www.government.de.

Capital	- Berlin
Official language	- German
Government	- Federal Republic
Formation	- 18 January 1871, reunification 3 October 1990
Area	- 357,026 km ²
Population	- 82,4 millions - 230/km ²
Currency	- Euro (€)
Calling code	- +49

2.1 Geographical features

Germany has an extraordinary variety of charming landscapes. Low and high mountain ranges intermingle with upland plains, terrace country, hilly regions and lakelands, as well as wide, open lowlands. From north to south, Germany is divided into five regions with different topographical features: the North German Plain, the Central Upland Range, the terrace panorama of the southwest, the Alpine foothills in the south, and the Bavarian Alps.

2.2 Climate

Germany is situated in the moderately cool west wind zone between the Atlantic Ocean and the continental climate in the East. Sharp changes in temperature are rare. There is precipitation all the year round. In the winter the average temperature is between 1.5°C in the lowland areas and -6°C in the mountains. In the warmest month of the year, July, temperatures are between 18°C in low-lying regions and 20°C in the sheltered valleys of the south, and the Harz Mountains, a climatic zone of its own with cold winds, cool summers and heavy snow in winter.

2.3 Fixed Public Holidays:

- 1 January – New Year's Day;
- 6 January – Epiphany - in Baden-Württemberg, Bavaria, and Saxony-Anhalt;
- 1 May - May Day or Labour Day;
- 15 August - Assumption of the Blessed Virgin Mary - in Bavaria and Saarland only;
- 3 October - Day of German Unity;
- 31 October - Reformation Day - in Brandenburg, Mecklenburg-Vorpommern, Saxony, Saxony- Anhalt and Thuringia only;
- 1 November - All Saints Day - in Baden-Württemberg, Bavaria, North Rhine-Westphalia, Rhine- land Palatinate, Saarland and Thuringia (predominantly Catholic communities) only;
- 1st Wednesday on or after 16 November - Repentance Day (Buss und Bettag) - Saxony only;
- 24 December - Christmas Eve - Government closed, half day for shops;
- 25 December - Christmas Day;
- 26 December - 2nd Day of Christmas;
- 31 December - New Year's Eve - Government closed, half day for shops.



2.4 Culinary Germany

A paradise for sausage lovers - each region is proud of its own special sausage ...in Germany, you can choose between 1,230 different sorts of bread? Such a large variety exists nowhere in the world. Try it and enjoy it!

German Wine does not grow next to olive trees and cork-oaks. It grows on the same degree of latitude as Newfoundland. The difference is that it is nursed by the warm climate of the Gulf Stream. This results in wines with fruity acidity and a wide range of wonderful scents. There is no copyright for it as it cannot be copied. **A beer? We can offer you 5000!**

Tipping in Germany is voluntary (usually 10 % of the bill). This is an expression of your satisfaction with the service give.

2.5 Time Zone

GMT+1. The clock goes forward 1 hour at 2:00 on the last Sunday in March and back to normal time at 3:00 on the last Sunday in October.

2.6 Mobile phone

<http://www.billig-tarife.de>, www.t-mobile.de, www.vodafone.de, www.talkline.de www.telecom.de, www.mobilcom.de, www.simyo.de

2.7 Emergency/Aide/Doctors

If you are in an accident or are being attacked, you should call the **police at the emergency number 110**. This number is used throughout Germany and is free of charge from public telephones. There are telephone booths located in train stations and off city streets, as well as off the freeway.

You can contact the **fire department** anywhere in Germany by calling the **number 112**.

In each city, a medical emergency service exists for assistance on nights and weekends. You can find the telephone number for your city in the local directory. Also the pharmacies have services open on nights and Sundays.

2.8 Post office

In larger cities, post offices are typically open from Monday to Friday, 8 am – 6 pm, and on Saturday till 12 pm. In larger train stations and airports, they are often open longer hours as well as Sundays.

2.9 Mass/Weight/Units:

In Germany one measures metrically: height in centimetres, distances in kilometres, areas in square meters. Weights are measured in grams or kilograms. Prices for food are either measured by piece, kilogram or per 100 grams.

2.10 Electrical Adapters

The electricity supply in Germany is set on AC **230 Volts 50 Hz** (European standard) and two-prong plugs-ins are used all the electrical appliances must be synchronized with that.

2.11 Currency

Since 2002 the Euro is the currency of the European Monetary Union.

2.12 Germany by train, plane, car and bus:

Train

Deutsche Bahn AG – www.bahn.de

By the Deutsche Bahn AG you can buy the Bahn Card 25 and the Bahn Card 50. With them you get 25% and 50% discount in every train trip inside Germany. With the option Rail-Plus, you can get up to 25% discount in train trips in some countries of Europe.

You can use the SchonesWochenEnde Ticket, which is a ticket that can be used for 5 people for one day during weekends, for the regional trains. You can also use the regional tickets. For more information, check the website: http://www.bahn.de/-S:PtVOSN:eZqOwdNNqSGXm9NNNgLM/p/view/international/englisch/travelservice/price_overview.shtml

Hint: if you buy in advance a ticket to both ways, you can get up to 50%, without a Bahn Card. If you do it with the Bahn Card 25, the discount goes up to 60%. If you do it in a group in which most of the travellers have the Bahn Card 25, the discount is of almost 70%!! If you do it with the Bahn Card 50, you only get 50% discount...!

You can also use the night train: <http://www.citynightline.ch>; www.nachtzugreise.de

Plane

Over 100 international airlines offer flights into Germany. Deutsche Lufthansa offers the most frequent and most versatile flights together with their Star Alliance partners.

The cheapest airlines are:

www.easyjet.com

www.germanwings.com

www.ryanair.com

(Be aware that the prices showed are normally without taxes. And some of the airports used are far away from the cities you want to travel. You should consider the transportation costs to go from these airports to the city in the total cost of your ticket! To go from Frankfurt city to Hahn airport, check the bus:

<http://www.bohr-omnibusse.de/en/home.php>)

Bus

Cheap bus trip inside Germany:

www.ab9euro.de (if you buy in advance, it is really cheap)

Bus trip to other countries:

www.deutsche-touring.de (you also can get discounts if you buy in advance)

Car

To get a ride in Germany: (normally one of the cheapest ways of travelling around Germany and some other countries)

www.mitfahrgelegenheit.de

www.mitfahrzentrale.de

To rent a car:

www.europcar.de

Questions about drivers-license:

<http://www.fahr-schule-frage.de/>

2.13 Tax refund

16% TAX Free Refund (information about tax refund when you leave Germany):

<http://www.globalrefund.com/default.asp?viewFolderId=4907&viewDocumentId=9134>

2.14 Punctuality

Punctuality in Germany is very important for private events as well as for business events. If you have an appointment with somebody you should be on time. At informal meeting 15 minutes too late is accepted, but not more than that. Anyway, it would be good if you could announce that you are late.

2.15 Meeting People

When you meet any person formally, officially or privately you should shake hands, first with women. While shaking hands don't look at the ground, look those you are greeting, straight into the eyes. A smile is always appreciated.

Except close friends, Germans still use Herr (Mr.) and Frau (Mrs.) and the surname in daily discussion. You should stick to that until you are invited to use the first names.

2.16 Recycling

If you have too much time, you can enjoy one of the German favourite sports: Recycling!

- Paper
- Glass
- Wrappings with a green point
- Compostable kitchen leftover
- Other waste

3. Frankfurt am Main

Frankfurt am Main is the largest city in the German state of Hessen and the fifth-largest city in Germany. Situated on the Main River, it is the seat of the European Central Bank and the largest financial centre in Germany. They call it also "The Manhattan of Europe."

www.frankfurt.de,
http://en.wikipedia.org/wiki/Frankfurt_am_Main,
<http://www.faz.net/s/homepage.html>,
<http://www.frankfurt360.de>,
<http://www.natureparktravel.com/frankfurt/frankfurt.htm>,
<http://kultur.frankfurt.de>
<http://www.frankfurt-interaktiv.de#>

3.1 The Frankfurt Pass

A special card in Frankfurt for people who earn less than 869 EUR a month. Can be used to get some reductions, i.e. at Swimming pools, Cinema, Theatre, Museum, Transportation Language Course and others.

For more information check: www.frankfurt.de, – look for Frankfurt Pass ☺ or ask your BUDDY

3.2 Transportation

The transportation system in Frankfurt is reliable and you can go to almost everywhere using the U-Bahns, S-Bahns, Trams and Buses. (Check the website: www.rmv.de for information on schedules and connections.)

On Fridays, Saturdays and holydays, you can also use the night bus:

www.nachtbus-frankfurt.de

You can buy single way, day, week, month and year tickets. Students with an obligatory traineeship can get discounts, but documents are needed. With the Frankfurt Pass you can also get a discount for the Frankfurt Area 50 (city) tickets.

3.3 Language Course

Volkshochschule, Sonnemannstraße 13, 60314 Frankfurt am Main

<http://www.vhs.frankfurt.de/> - VHS – Volkshochschule (*)

<http://www.zentrum-fuer-deutsche-sprache.de/zentrum/index.html>

<http://www.goethe.de> - Goethe Institute

<http://www.inlingua.de> – Inlingua

<http://www.sprachcaffe-frankfurt.de/> - Sprachcaffe

<http://www.lehrerkooperative.de> - Lehrerkooperative

<http://www.berlitz.de> – Berlitz

<http://www.tandem-frankfurt.de/zentrum/zentrumseite.html> - Zentrum für deutsche Sprache und Kultur

(*) Price Reduction for Volkshochschule:

1. Frankfurt-Pass Holders: 50 %
2. Student Rabat: 20 %

3.3.1 Online German Course

<http://www.deutsch-lernen.com/>

<http://derweg.org/> Der weg Magazine

<http://www.ralf-kinas.de/> - "DAF Seite" - R.Kinas

<http://www.deutsch-als-fremdsprache.de> - Internet-Service für den Unterricht Deutsch als Fremdsprache

<http://www.stufen.de/> - Stufen International

<http://www.langenscheidt.de/deutsch/lehrwerke/index.html> - Moment Mal: Langenscheidts Lehrwerke Online"

<http://www.dw-world.de/german/0,3367,2068,00.html> - Deutsche Welle

<http://www.udoklinger.de> - Udo Klinger

<http://www.deutsch-online.com>

<http://www.spz.tu-darmstadt.de/imss/Deutsch/M2/Index.html> Darmstadt University

<http://schubert-verlag.de/aufgaben/> - Online-Aufgaben Deutsch als Fremdsprache

<http://www.bbc.co.uk/education/languages/german/business/index.shtml> - BBC Education - Make German Your Business

<http://www.learnplus.com/learn-german.html> - German language course by Learn Plus (Langenscheidt)

<http://www.germanlanguagelessons.com/> - German Language Lessons

<http://www.germanfortravellers.com/> - German for Travellers

<http://www.wm.edu/CAS/modlang/grammnu.htm> - The German Electronic Textbook

3.3.2 Other useful language links

Verbs conjugation: <http://www.verbix.com/languages/german.shtml>

Translation: <http://babelfish.altavista.com/tr>

Online Dictionary (German-English, German-Spanish and German-French)

http://www.leo.org/leo_home_en.html

Online English-English Dictionary: <http://www.thefreedictionary.com/>

3.4 To rent a room

<http://www.wg-gesucht.de>

<http://www.studenten-wg.de>

<http://www.wg-welt.de>

<http://www.wg-homepages.de>

www.gimmo.de

3.5 To search for another job

www.stepstone.de

www.berufsstart.de

www.jobpilot.de

www.jobscout24.de

www.monster.de

<http://www.faz.net/s/homepage.html>

<http://www.arbeitsamt.de/>

<http://www.bewerbung.net/>

<http://www.stepstone.de>

<http://focus.msn.de>

www.gelbeseiten.de

www.meinestadt.de

3.6 Insurance

If not insured from home country, there is DAAD insurance Scheme for Students and Trainees:

<http://www.daad.de/deutschland/service/versicherungen/04703.en.html>

Another website with a list and comparison of health insurance companies:

<http://www.1a-krankenkassen.de/>

3.7 Sport

<http://www.tg-bornheim.de> – gym Nr. 1 in Frankfurt

<http://www.uni-frankfurt.de> – sport at the Uni

<http://www.spiridon-frankfurt.de> – all about running

www.sportpark-kelkheim.de

www.bbf-frankfurt.de – outdoor and indoor swimming

3.8 Cinemas

<http://www.webhits.de/englfilm.html>,

<http://www.kino.de>,

<http://www.cinestar.de>,

www.kinojournal-frankfurt.de

The Turm Palast cinema is playing daily movies in Original Version besides the German translated ones! It's recommended to all English speaking foreigners and prices may vary from 5.50 EUR to 7.50 EUR for 1 ticket. Every Monday from 21.00 is running "the snake preview" for only 4 EUR.

3.9 Museums

Goethe House and Museum: <http://www.goethehaus-frankfurt.de>

Jewish Museum: <http://www.juedischesmuseum.de/>

Städel Museum: <http://www.staedelmuseum.de/>

Museum for Modern Kunst: <http://www.mmk-frankfurt.de/>

Film museum: www.deutsches-filmmuseum.de

Museum Festival (once a year): <http://www.museumsuferfest-frankfurt.de/>

Architecture Museum: <http://dam.inm.de/>

For the complete list of Frankfurt Museums, check: www.kultur-frankfurt.de

3.10 Theatre

www.itf-frankfurt.de

3.11 Opera

www.alteoper.de

3.12 Bowling places

<http://us-play.com/eschersheim/>

<http://us-play.com/frankfurt/>

3.13 Recreation parks and lakes

<http://www.anna-schmidt-schule.de/FB1/City/Recreation.htm>

3.14 Traditional restaurants/pubs:

Schreiber-Heyne

<http://www.rheinmain-net.com/schreiber-heyne/index.html>

This is a great place to drink some Applewine and eat some traditional German food. Since this place is packed all the time calling for reservations or going there early wouldn't be a bad idea.

Solzer

<http://www.apfelwein-solzer.de>

At this place you will find the typical food and drinks of Frankfurt. It's a cosy place where you can have good food and drink your Äppler in a nice atmosphere.

3.14 Bars, Clubs and Music

Studio Bar:

This is currently the number 1 bar in Frankfurt! Once in a while even some famous people come to the Studio Bar. If you don't show up with sneakers, jeans and a T-Shirt, you shouldn't get discouraged by the doormen.

Das 21. Jahrhundert:

This is a nice trendy bar 10 minutes away from Hauptwache. The cocktails are great and you can enjoy them while listening to the DJ.

Luna Bar:

This bar has a nice collection of cocktails and the bartenders are well-trained. Usually they play music from the 70's and 80's.

Living XXL

If you feel like dancing you have to go to this club. Every Wednesday is After Work Party, Thursday is Salsa-Night, on Fridays they play mixed music and on Saturdays mostly Hip Hop.

Odeon

On Thursdays there usually is an After-Study party, which means that the prices are pretty nice (student prices) and you will meet a lot of students.

3.15 Excursions

Frankfurt is an ideal base for short sightseeing trips - for example by public transport in to the nearby Taunus Mountains and Odenwald Forest, or by train (1 hour to Heidelberg). Or enjoy a day trip on the river to the romantic Rhine.

3.16 Shopping

Frankfurt offers a huge variety of excellent shops. Try the legendary Zeil street in the city centre and the attractive local shopping centres in the city districts: Nord-West Centrum & Hessen Centre easy reachable by subway. Another good cheap tip is Bornheim Mitte and Berger Straße. Stores are generally open 9 am to 8 pm on week and until about 4 pm on Saturday. On Sunday most of the shops are closed.

3.17 Supermarkets

The cheapest supermarkets are: LIDL, Aldi, Plus and Penny. There you can find cheap but quality products, although you can't find a big range of products.

If you are looking for more variety and known brands, you can go to: HML, Mini Mall, Tegellman.

3.18 Another useful links

Night life:

<http://www.konstabler.com>

Journal:

<http://www.journal-frankfurt.de>

<http://www.fr-aktuell.de/>

Information about different towns

<http://www.meinestadt.de>

Discount and free products and services:

<http://www.nulltarif.de/>

To understand Germans and Germany

<http://forum-international.spiegel.de/showthread.php?t=238&page=1&pp=10>

Business relationship website

<https://www.openbc.com>

Official German hand-book

<http://www.handbuch-deutschland.de/>

Online guide of Frankfurt

http://www.virtualtourist.com/travel/Europe/Germany/Land_Hessen/Frankfurt_am_Main-63347/TravelGuide-Frankfurt_am_Main.html

About the Odenwald forest (in the south of Frankfurt)

www.odenvald.de

3.19 E-groups lists

Where to subscribe:

Trainee list for trips, going out, help each other and have fun:

guysandgirlsforfree@yahoogroups.com

(To subscribe, send an empty email to: guysandgirlsforfree-subscribe@yahoogroups.com)

Official Trainee list:

Trainees-AIESEC-IAESTE-FF@yahoogroups.de

(To subscribe, send an empty email to: Trainees-AIESEC-IAESTE-FF-subscribe@yahoogroups.de)

There is possibility to access Your Yahoo Groups from the page: <http://groups.yahoo.com>

- check the link: "files" , where you can find useful and funny information.

3.20 Not to miss in Frankfurt

- a. **Goethehaus** - The birthplace of Germany's greatest poet makes for a vivid impression of life in the 18th century. And they have his original desk.
- b. **Main Tower** - Fantastic views from the observation platforms on the roof or from the Bar & Restaurant 4 on the 53rd floor. www.maintower.de,
- c. **Palmengarten** – A beautiful mix between park and botanical garden, with small boating lake and one of the largest greenhouses in Europe, built in 1869.
- d. **Kunsthalle Schirn** – Perhaps the best known of Frankfurt's numerous museums, with changing high-profile art exhibitions.
- e. **Hammering Man** – This huge, impressive sculpture stands in front of another landmark, Helmut Jahn's post-modern Messe Tower.
- f. **Alte Oper** – This splendid former opera house is one of the city's most famous landmarks.
- g. **Naturmuseum Senckenberg** – Giant dinosaur skeletons are the undisputed stars of one of Europe's largest and most important natural history collections.
- h. **Commerzbank Tower** – Europe's tallest office building is part of a skyline which gives Frankfurt the nickname 'Mainhattan'.
- i. **Alt-Sachsenhausen** – Scores of Ebbelwoi (apple wine) taverns line the streets of this historic quarter.
- j. **Zoologischer Garten** – The top attraction of Germany's largest zoo is the unique Grzimekhaus, where nocturnal animals busy themselves under artificial moonlight.
- k. **Paulskirche** – Sometimes called 'the cradle of German democracy', it was the site of the country's first democratically elected parliament in 1848.
- l. **Städelsches Kunstinstitut und Städtische Galerie** – The 'Städel' is renowned for its grand and extensive collection of European painting.
- m. **Römerberg** – The heart of the old town. Home to the 'Römer', Frankfurt's famous city hall made up of several historic houses.
- n. **Europäische Zentralbank** – The European Central Bank with the Discotheque Living XXL at its bottom.
- o. **Börse Frankfurt** - The Frankfurt Stock Exchange is the most important stock market in Germany.

4. Before Arrival

4.1 Visa and Working Permit

All non EU citizens who want to work in Germany require a work permit (Arbeitserlaubnis). This is only issued with a valid residence permit. EU citizens don't need a work permit, and basically enjoy the same rights as German. Of course AIESEC will assist you in getting your visa. Pay only attention in the case you want to extend your traineeship to approach your LC in time.

4.2 Passport

Is your most important travel document and it should remain valid three month after visa expire. Make sure that you have your passport always with you. If you are EU citizen you don't need the passport in Germany, your ID card is sufficient.

4.3. Insurance

According to German regulations every Trainee has to be insured. If you want to use your private insurance you have to proof that the insurance is valid in Germany fulfilling the criteria – look at the enclosure Insurance Statement.

If your insurance does not fill the criteria - check the point: 3.3 for German Insurance for Interns.

4.4 Arrival Note

Finally, it is very important to get to know your exact arrival details including date, time and means of transport. Please use enclosed arrival note.

4.5 Checklist, what to bring?

- warm clothes for the winter (warm jacket or coat), boots (shoes) with good tread and water resistant, so that you can walk in the snow without problems, scarf, warm hats and gloves, pullover, trouser
- office clothes (check with your employee if formal clothes are necessary or you can wear Jeans)
- umbrella
- water proof jacket or coat
- clothes for summer (shorts, t-shirts, swimming suit, sun protection)
- Medicine (prescription, drugs you need), headache pills...
- documents – passport, visa, flight ticket, travellers cheque, travel guide, dictionary of your native language to German, copies of all documents, international driving licence
- Various – electricity adapter (50 Hz, 220 V), outdoor sport equipment, teddy bear, specific food, drinks from your country, information materials...
- don't forget your CAMERA

5. Insurance Statement

SN Name: _____ ID: SN- _____ - _____ - _____ - _____

TN Name: _____ ID: TN- _____ - _____ - _____ - _____

Unless you are insured by the German Academic Exchange Service (DAAD) you have to fill in this form and hand it to the exchange responsible in the hosting AIESEC local committee at the beginning of your traineeship.

Trainee Insurance Statement

I hereby acknowledge that I am aware that no AIESEC affiliate or the participating company with which I will undertake a traineeship arranged by AIESEC or any governmental or municipal agency will provide any plan, program or insurance, during any part of my stay in Germany in connection with my traineeship, which should cover:

1. Any medical expenses I might incur as a result of an accident, illness or injury, whether for treatment, hospitalization, drugs or otherwise;
2. Any benefits of life insurance in the event of my death;
3. Any amounts which I might be obliged to pay as a result of injury to other persons or damage to property caused by or for which I might be responsible; or
4. Any other liabilities, obligations, losses, damages, penalties, costs of expenses.

I have taken out

- ✓ Medical Insurance: minimum amount Euro 2500.-
- ✓ Accident Insurance: minimum amount Euro 2500.-
- ✓ Liability Insurance: minimum amount Euro 250.000,-

for the period of my stay in Germany as described below (attach copies of the policies, please):

Name of insurance company: _____

Address: _____

Insurance Policy/Contract Number: _____

I agree that no AIESEC affiliate or the company of traineeship or any public agency will be responsible for any amounts or expenses described as above.

Place, Date

Signature

6. Arrival Note

SN Name: _____ ID: SN- _____ - _____ - _____ - _____

TN Name: _____ ID: TN- _____ - _____ - _____ - _____

Please send the Arrival Note at least four weeks before your traineeship starts to the hosting local committee. Fax it at the same day, also. In case you do not know all the requested information yet or any changes occur after you send this arrival note, please notify the hosting LC by the fastest means. Your hosting LC needs time to organize proper reception activities.

Hosting LC Address: AIESEC _____

Germany

Phone: +49- _____

Fax: +49- _____

E-mail: _____@de.aiesec.org

Arrival Information

I will arrive by:

Plane: Airport: _____

Airline: _____

Flight no.: _____

Train: City: _____

Station: _____

Train no.: _____

Car: City: _____

Place: _____

Bus: City: _____

Station: _____

Bus no.: _____

Date of arrival (dd.mm.yy): _____

Time of arrival: _____ AM / PM

Emergency phone number: _____

Place, Date

Signature

7. The Perfect Trainee

- a. Understands the AIESEC program and realizes that one must work just as hard as the company to make a traineeship a great experience
- b. Realizes that companies sometimes take a long time to accept or reject students and is courteous when waiting for an answer;
- c. Arrives on time to traineeships and keeps regular communication with the receiving country and Local Committee before, during and after the traineeship;
- d. Understands that a successful reception program depends upon his/her own initiative just as much as it depends upon the host committee;
- e. Helps to coordinate trainee reception events along with the Local/National Committee;
- f. Offers to write articles for one's host committee or company's in house magazine or publications;
- g. Promotes AIESEC towards other people before, during and after his traineeship;
- h. Is willing to give the international feeling to a new Local Committee or new LC member, as the trainee is an ambassador of one's country;
- i. Expresses view openly and honestly with the Local Committee members and helps them to see themselves through different eyes;
- j. Is willing to give speeches to companies, at Board of Advisor meetings, meetings of other organizations within the community and the AIESEC meetings;
- k. Comes to a traineeship with the idea of learning culture and making a lot of friends
- l. Ensures that one's company will continue to offer as many or even more traineeships in the future
- m. Wants to have fun.

8. Steckbrief (wanted poster)

Photo

Name, Vorname (name, first name):

Geburtstag (date of birth):

Aktuelle Anschrift (current adress):

Telefonnummer (phone-number):

Mobilnummmer (mobile number):

Herkunftsort/ -land (point and land of origin):

Sendende Institution/ LC (sending institution / LC):

Firma (company):

Job-Beschreibung (job description):

Ansprechpartner in der Firma, Name/Position (company contact person, name/position):

Telefonnummer d. Ansprechpartners (phone-number of the company's contact person):

9. Small German-English Dictionary

Guten Morgen

goot-en mor-gen

Good Morning

Guten Abend

goot-en ah-bent

Good Evening

Auf Wiedersehen

owf vee-dair-zayn

Goodbye

Danke

dahn-kuh

Thank you

Ja/Nein

yah/nine

Yes/No

Wie geht es Ihnen?

vee gayt es ee-nen

How are you? (formal)

Wie heißt du?

vee hiesst doo

What's your name?

Woher kommen Sie?

vo-hair koh-men zee

Where are you from? (formal)

Wo wohnen Sie?

vo voh-nen zee

Where do you live? (formal)

Ich bin ____ Jahre alt.

ikh bin ____ yaa-reh alt

I am ____ years old.

Sprechen Sie Deutsch?

shpreck-en zee doytch

Do you speak German? (formal)

Ich spreche...

ikh shpreck-uh

I speak...

Ich verstehe [nicht].

ikh fehr-stay-eh [nisht]

I [don't] understand.

Entschuldigen Sie

ehnt-shool-dih-gun zee

Excuse me

Bis später/bald

biss shpay-ter/bahlt

See you later/soon

Guten Tag

goot-en tahk

Hello/Good Day

Gute Nacht

goot-eh nakht

Good Night

Bitte

bih-tuh

Please

Bitte schön

bih-tuh shurn

You're welcome

Herr/Frau/Fräulein

hair/frow/froi-line

Mister/Misses/Miss

Wie geht's?

vee gayts

How are you? (informal)

Mein Name ist...

mine nah-muh isst

My name is...

Woher kommst du?

vo-hair kohmst doo

Where are you from? (informal)

Wo wohnst du?

vo vohnst doo

Where do you live? (informal)

Sprichst du Englisch?

shprikhst doo eng-lish

Do you speak English? (informal)

Ich spreche kein...

ikh shpreck-uh kine

I don't speak any...

Ich weiß [nicht].

ikh vise [nisht]

I [don't] know.

Es tut mir leid.

ehs toot meer lite

I'm sorry

Tag/Tschüs/Tschau

tahk/tchews/chow

Hi/Bye

10. Finance Information

10.1 Financial Framework

The DAAD pays every LC the following allowance per Trainee:

- **Basic amount** for the services for AIESEC -Trainees: 250€
for the services for IAESTE -Trainees: 400€
- **Ambitiousness scholarship** per AIESEC -Trainee: 50€
per IAESTE -Trainee: 40€
- **Contribution for service actions** per AIESEC -Trainee: 125€
per IAESTE -Praktikant: 70€
- if the contribution is not used extensively i.e. not all of the money is used, the rest will be transferred back to the DAAD and next year the contribution will be somewhat less

10.2 Ambitiousness scholarship

- Contribution to costs which don't belong to the service actions. These are for example:
 - first fridge filling (should be less than 15€)
 - small presents/ furnishings/ bicycle/ kitchen machines and similar (should not be more than 25€ per object)
 - welcoming at the airport/ prolonging the visa

10.3 Service actions

- service actions are split up into the following categories:
 - **Welcome and Goodbye events**
 - **Deutschlandkundlich**: cultural activities or sightseeing travels inside Germany with at least one entry **ticket to a cultural site** (no matter how cheap this ticket was)
 - **Landeskundlich**: Events that introduce the land and culture of a Trainee (e.g.. having foreign meals, FKK (Fremde Kulturen Kochen) → means foreign cultures cook)
 - **Fachspezifisch**: events related to the Traineeship i.e: german courses (max. 130€) etc.
 - **überregionales Wochenende (Reception Weekends)**: Fee of the Reception Weekend cannot be paid back (but the bill of the fee is needed), but you can get back half of the money for the travel-ticket there.

10.4 For the accounting you need:

- Info of the event, participants and costs;
- Participants: distinguish between in IAESTE, AIESEC and German non-trainees; max. 50% Germans, but **at least one German LC member**;
- Calculation of the money that will be paid back doesn't always work. If it does not: try several times more until it works;
- If the event lasts for more than one day, then take the date of the first day for the bill;
- **H2 List:**
 - used for declaring the participants (signature of every participant needed);
 - you should use different lists for each group (ex. for IAESTE-Trainees, AIESEC-Trainees and Germans LC Members you'll need 3 lists).
- **Bills** have to be attached separately.
- **H2 List, bills, should be given to the VP Finance or to your Buddy, and shouldn't be older than one month.**

10.5 GENERAL RULES

- no money without bills;
- alcohol will not be subventioned (maybe Apfelwein or similar if typical for that region);
- approximately 50% of the costs will be paid;
- If the Trainees do things without their buddies so they have to clear who is responsible for the accounting and which German LC Member is participating. Bills shall be given to the buddies (again, shouldn't be older than one month) or directly to the VP Finance or someone from the Financing team;
- No subvention for events and travelling outside Germany.

Hope you'll have a great time in Germany!!!



Frankfurt welcomes you!!!