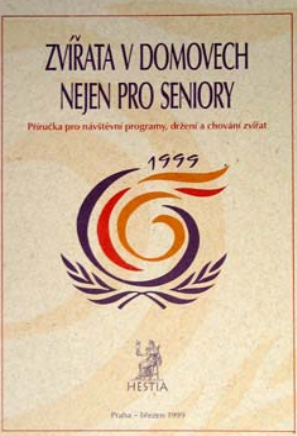
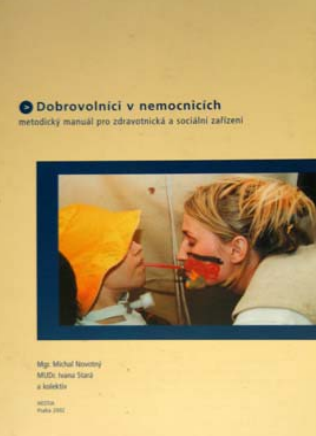


HESTIA – NATIONAL VOLUNTEER CENTRE LIST OF PUBLICATIONS

1. Monographs

1.	<p>Title: Pets in Senior Institutes <i>Handbook on using pets in social services</i></p> <p>Edition: 2nd Czech Edition</p> <p>Translation from the Austrian original: Sc.D. Milana Vojtěchovská, M.D. Jiří Vojtěchovský Original: "Tiere im Altersheim"</p> <p>Description: Handbook for the managers and workers in the institutes providing social services for the seniors and the handicapped people. The publication describes the therapeutic effects of keeping pets in senior social care institutes.</p> <p>Language: Czech</p> <p>Publisher: Hestia - National Volunteer Centre</p> <p>Place and date of edition: Prague, March 1999</p> <p>ISBN: 80-238-9506-0</p> <p>Note: Editon of this book was financially supported by the Head Commission for the Animal Protection, Ministry of Agriculture.</p>	
2.	<p>Title: Volunteers in the Hospitals <i>Systematic manual for the health and social care institutions</i></p> <p>Authors: Michal Novotný M.A., M.D. Ivana Stará et al.</p> <p>Description: A practical systematic manual giving guidance to workers in hospitals, hospices and social care institutes on management, motivation and use of the volunteers. Publication gives guidance for everyone who wants to help to improve the social care services and especially improve the life of the patients and clients.</p> <p>Language: Czech</p> <p>Published by: Hestia - National Volunteer Centre</p> <p>Place and date of edition: Prague, 2002</p> <p>ISBN: 80-238-8697-5</p> <p>Note: Financially supported by the Ministry of Health within the National strategic plan of the equal opportunities for handicapped citizens.</p>	

3.

Title: **Volunteering and the Methods of the Management of Volunteers in Organizations**

Author: Jiří Tošner, Olga Sozanská

Description: The publication describes how to acquire, manage and motivate volunteers in associations, schools, social and health care organizations and in other helping activities. The book contains a general part describing the term of volunteering and introduces volunteering in the world and the Czech Republic, a special part describing the methods of work with volunteers and a practical part showing particular experiences in selected organizations.

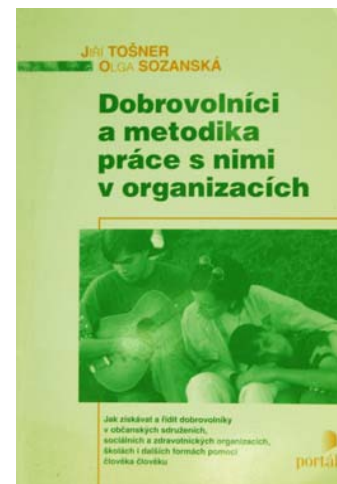
Language: Czech

Published by: Portál, s.r.o.

Place and date of edition: Prague, 2002

ISBN: 80-7178-514-8

Note: Published within the project "Development of Civil Virtues" of the Gabriel program promoted by NROS (Foundation for the civil society development). Financially supported by Robert Bosch Stiftung Foundation.



4.

Title: **Volunteering of the High School Students**

Author: Michal Novotný M.A. et al.

Description: Manual for teachers, workers in the youth and children organizations and everyone willing to know how to make volunteering interesting for the youths. Key issues: volunteer activities for high school students, forms of partnership between the school and youth organization, how to acquire and motivate students, management of volunteers, role of teachers.

Language: Czech


Published by: Hestia - National Volunteer Centre

Place and date of edition: Prague, 2003

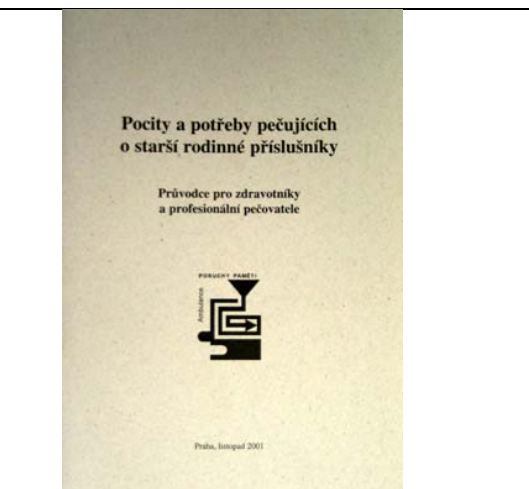
ISBN: 80-239-0748-4

Note: Under the project "Development of Civil Virtues", program Gabriel promoted by NROS (Foundation for the civil society development). Financially supported by Robert Bosch Stiftung Foundation.



5.	<p>Title: Ordinary People Doing Extraordinary things Editor: Josef Beránek Description: Information brochure on Hestia - National Volunteer Centre describing its history and introducing current programs 5P-Big brothers Big sisters, Volunteering in hospitals, Volunteering in senior social care institutes, Make a Connection program, Corporate Volunteering and others. Language: English and Czech Published by: Portál, s.r.o. Place and date of edition: Prague, 2005 ISBN: 80-7367-017-8</p>	
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2. Monographs published in cooperation with other organizations

1.	<p>Title: Emotions and Needs of People Caring about their Aged Family Members <i>Handbook for health care and professional social care workers</i> Editors: M.D. Tamara Tošnerová and Hestia - National Volunteer Centre Description: Publication describing the care about aged or handicapped family members, especially parents. Describes the responsibilities of children when their parents lose vital energy, health and self-support. The handbook contains historical overview of the care services and monitors the expressions and emotional endurance of care providers and gives methodical guidance on how to deal with it. Language: Czech Published by: Ambulance pro poruchy paměti LF UK Prague Place and date of edition: Prague, November 2001 ISBN: 80-238-8001-2</p>	
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2.

Title: **Ageism**

Guidebook on stereotypes and myths about the aged people

Editors: MUDr. Tamara Tošnerová and Hestia - National Volunteer Centre
Description: Publication describes different forms of discrimination being sometimes applied on the aged or handicapped part of the population. Furthermore it gives definition of the discrimination of the aged people according to the author who first used this term in the USA. It also gives possible ways of prevention against this social pathological phenomenon in the Czech Republic. A chapter is dedicated to the opinion research among students of different educational institutions.

Language: Czech

Published by: Ambulance pro poruchy paměti LF UK Prague

Place and date of edition: Prague, November 2002

ISBN: 80-238-9506-0

Note: Vydáno s podporou Ministerstva zdravotnictví v rámci Národního plánu vyrovnávání příležitostí pro občany se zdravotním postižením



3.

Title: **A Handbook for Carers**

Aged and long-term disabled family member – what to do?

Edition: 3rd updated edition in Czech

Editors: MUDr. Tamara Tošnerová and Hestia - National Volunteer Centre

Translation from original: Doc., M.D. Jiří Strejček, CSc.

Author: Torres-Stanovik, San Diego County Mental Health Services

Description: The book is dedicated to the family members who care for their relatives. It gives practical hints on dealing with usual problems of the carers. An essential part of every man's life is the care for his health, depression prevention, active vital life, friendships and joy. All these should a carer still keep in mind when caring for his aged or handicapped relative.

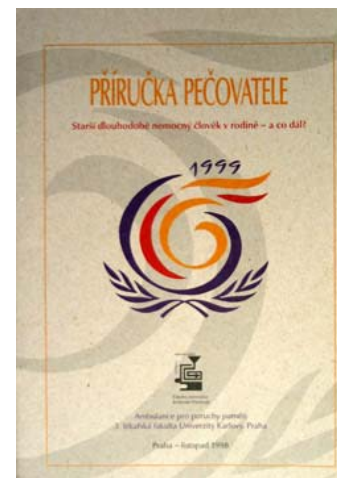
Language: Czech

Published by: Ambulance pro poruchy paměti FNKV Praha



Date and place of edition: Prague, April 2002

ISBN: 80-238-8541-3

Note: Financially supported by the Ministry of health within the National plan for equal opportunities for the handicapped citizens.



3. Conference reports

1.	<p>Title: Volunteering and Giving: Revitalization of Civic Virtues <i>Conference proceedings, Kroměříž 2001</i></p> <p>Editors: Jitka Dvořáková, Petra Lucassenová</p> <p>Translation into English: Dagmar Šteinová, Zuzana Chvátalová and Jan Kroupa</p> <p>Language: Czech and English</p> <p>Description: The collection of reports, papers and essays given by the representatives of the volunteer centres, educational institutions, state administration, public institutions and others on the promotion of volunteering as means of revitalization of civic virtues. The proceedings include also records from the discussions about volunteer projects for youth and children, volunteering in helping professions, international partnership of the volunteer organizations etc.</p> <p>Published by: Hestia - National Volunteer Centre and UNESCO Club Kroměříž</p> <p>Place and date of edition: Prague, 2001</p>	
2.	<p>Title: Volunteers in Emergency Situations <i>Conference proceedings, Kroměříž 2003</i></p> <p>Editors: M.D. Eva Nováková, Jana Pošvancová B.A., Petra Lucassenová</p> <p>Description: The collection of reports, papers and essays on the volunteering in emergency, rescue events home or abroad and on volunteers' activities in disasters.</p> <p>Language: Czech</p> <p>Published by: Hestia - National Volunteer Centre, UNESCO Club Kroměříž</p> <p>Place and date of editin: Kroměříž, 2003</p> <p>ISBN: 80-239-1361-6</p>	

3.

Title: **Volunteering in Connection with the Education in Schools or Youth Organizations**

Conference proceedings, Kroměříž 2004

Editor: Jiří Zajíc M.A.

Description: Collection of reports, papers and essays on the problematic of the volunteering of youth and children in the schools or in their leisure time. Key issues: youths in the volunteer programs, volunteering as a way of development of the civil society, volunteering in youth organizations, volunteering from the point of view of the Ministry of Education.

Language: Czech

Editor: Hestia - National Volunteer Centre, UNESCO Club Kroměříž and National Youth Council

Place and date of edition: Kroměříž, 2004

ISBN: ---

Note: ---



4.

Title: **Partnership in the Community and Corporate Volunteering as a Part of the Corporate Social Responsibility**

International conference proceedings, Kroměříž 2005

Editor: PhDr. Olga Sozanská

Translation into English: Dagmar Šteinová

Description: The collection of essays, papers and reports on different forms of partnerships between non-profit organizations and corporations and the business in the community. The conference was among others attended by the Czech Parliament representatives, David Hailey from the Business in the Community organization based in London and representatives of corporations.

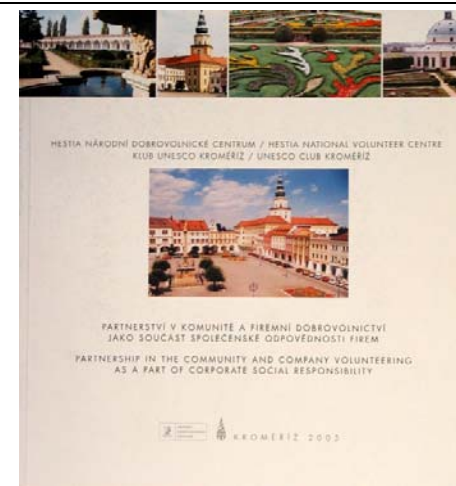
Language: Czech and English

Published by: Hestia - National Volunteer Centre, UNESCO Club Kroměříž



Place and date of edition: Prague, 2005


ISBN: 80-239-6348-1

Note:



4. Manuals

1.	<p>Title: Capacity Building of the Non-profit Organizations Editors: Jiří Tošner, Olga Sozanská, Radek Jiránek et al. Description: Manual for the course of the capacity building of the non-profit and non-governmental organizations. Language: Czech Published by: Hestia - National Volunteer Centre Place and date of edition: Praha, 2005 Note: Financially supported by the NROS – Foundation for the Civil Society Development, PHARE, OSF and Studujte.cz organizations</p>	
2.	<p>Title: Methods of Integration of Volunteering in the Senior Social Care Institutes Editors: Jiří Tošner, Olga Sozanská, Radek Jiránek et al. Language: Czech Description: Systematic manual for the effective integration and use of the volunteers as a way of improvement of the social care services and seniors' life. The manual includes work papers on cooperation among volunteers, professional staff and clients. Published by: Hestia - National Volunteer Centre Place and date of edition: Prague, 2005 Note: Financed by the EU PHARE - program for the active life of seniors. The CD-ROM with all papers and photos is included.</p>	

3.	<p>Title: Volunteers in the Hospitals <i>Practical guide through the program</i></p> <p>Editors: PhDr. Jiří Tošner, Blanka Zemanová B.A., M.D. Ivana Kořínková</p> <p>Language: Czech</p> <p>Description: The guide through the educational program of the volunteering in the hospitals</p> <p>Published by: Hestia - National Volunteer Centre and Motol-faculty hospital</p> <p>Place and date of edition: Prague, 2005</p> <p>Note: Financed by the EU PHARE - program for the active life of seniors. The CD-ROM with all papers and photos is included.</p>	
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5. Essays and papers written by Hestia-National Volunteer Centre published in other books

1.	<p>Title of the essay: Qualification of Voluntary Service</p> <p>Author: Olga Sozanská</p> <p>Title of the publication: Voluntary Service forms Europe: Cooperation in Theory and Practice, <i>page 423</i></p> <p>Language: English</p> <p>Description: Overview of the volunteering in the Czech Republic during the last twelve years.</p> <p>Published by: Lambertus-Verlag</p> <p>Place and date of birth: D, Freiburg, 2001</p> <p>ISBN: 3-7841-1381-8</p>
2.	<p>Title of the report: Volunteering in the Czech Republic</p> <p>Author: Jiří Tošner a Olga Sozanská, Hestia, o.s.</p> <p>Language: English</p> <p>Title of the publication: Volunteering Worldwide, <i>page 71</i></p> <p>Description: Report on the volunteering in the Czech Republic</p> <p>Editor: Netherlands Institute of Care and Welfare NIZW</p> <p>Place and date of edition: NL, Utrecht, 2001</p> <p>ISBN: 90-5050832-4</p>

3. Title of the paper: **Management of Volunteers in the Non-profit Organizations**
Authors: J. Tošner, O. Sozanská, P. Frič
Title of the publication: Future of Civil Society: Making Central European Noprofit-Organizations Work, *page 315*
Language: English
Description: Paper on the management of volunteers in the non-profit organizations.
Editor: VS Verlag für Sozialwissenschaften
Place and date of edition: D, Heidelberg, 2004
ISBN: 3-8100-4088-6

4. Title of the paper: **Constructing a Healthier Society**
Author: Olga Sozanská
Title of the publication: Women in Volunteering: Eperiences of Gender Democracy, *page 54*
Language: English
Description: Introduction of the Hestia - National Volunteer Centre describing its programs and possibilities of cooperation with potential European partners.
Published by: Spes – Centro di Servizio per il Volontariato del Lazio
Place and date of edition: I, Roma, 2004

6. Video-documentaries

1. Title: **When There is Something Missing at Home**
Script: Olga Sozanská, Kamila Vondrová
Directed by: Kamila Vondrová
Producer: Czech Television and Hestia - National Volunteer Centre
Language: Czech
Description: TV documentary on volunteering in the Czech Republic
Place, date of production: Prague, 1999

2. Title: **You Are not Alone I.**
Script: Olga Sozanská, Jaroslav Černý
Directed by: Jaroslav Černý
Producer: Czech Television and Hestia - National Volunteer Centre
Language: Czech
Description: TV documentary on volunteering of youth and children in the Czech Republic
Place, date of production: Prague, 2000

3.

Title: **One to One**

Script: Olga Sozanská, Petr Jančárek

Directed by: Petr Jančárek

Producer: Czech Television and Hestia - National Volunteer Centre

Language: Czech and English

Description: TV documentary on volunteering of youth and children in the Czech Republic

Place, date of production: Praha, 2000

Note: Supported by the Ch. S. Mott Foundation, OSF Prague and OSI New York
