



YOUTH VOLUNTEER CORPS
School Year 2008/2009

Dear Friends:

The Youth Volunteer Corps of Calgary (YVC) is approaching its sixteenth school year of operation under the umbrella of Child and Youth Friendly Calgary (CYFC)! This package will provide you with information on the application process for the school year component of the YVC Program.

Requesting a Team of YVC Volunteers

We accept requests for volunteers for weekly projects, and one-day projects. The process is as follows:

1. Submit your completed YVC Project Proposal (a copy of the YVC Project Proposal is attached).
 - For projects taking place on a weekday, please note to schedule the start time to reflect transportation from school/home
2. Once the forms are submitted, the YVC Steering Committee (of a team of nominated YVC youth) will review all proposed projects.
 - Decisions are made according to the overall diversity of projects available for youth.
 - In many cases, we work with agencies to redesign project details and schedules so they fit into our school year program.
3. You will be notified within a week upon receiving the project proposal. Please note that if the project gets cancelled and an alternative date was mentioned in the proposal, we cannot guarantee that the Team Leader and Volunteers can make it on this alternative date.

Requesting Volunteers

A. Weekly projects:

We schedule weekly projects in the following time frames: September to December, January to March, and April to June. Weekly projects are now being taken 3 months at a time due to the possibility of declining volunteer numbers. However, if there are no problems maintaining volunteer numbers the projects may continue.

B. One - time projects:

One-time projects (this includes special events) are accommodated into the schedule as much as possible. Project Proposals for one-time projects are welcome throughout the school year. However, we would like a minimum of two weeks notice prior to the project start date to ensure adequate time to schedule Team Leaders and to recruit volunteers.





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Filling out the YVC Project proposal

Please include in your application all relevant information on your organization such as a brochure and any current youth volunteer job descriptions. This information will assist the youth volunteers, Team Leaders, and myself in gaining a better understanding of your organization and in the selection of projects.

When completing the form, please ensure accuracy and there will be full organization commitment for the project. It is essential that there is sufficient work for the number of volunteers requested.

We ask a minimum of 6 volunteers be included in each YVC project. There are more than 2,000 youth volunteers in our program and we want to ensure there are a large number of volunteer opportunities available to them in the school year.

CYFC is set on the basis that all youth between 12-18 years of age will have equal opportunities to volunteer. Please remember that volunteers for your project will range in age. Therefore, please note any minimum age requirements in your proposal.

The Role of the YVC Team Leader

All volunteer teams are under the supervision of a Team Leader (with a maximum of 12 volunteers per Team Leader). The YVC Team Leader is a paid staff member of CYFC. The role of a Team leader is to recruit youth volunteers and support them within your organization. Each Team Leader participates in training on the YVC program. This will include key issues such as conflict resolution, First Aid and CPR Training, as well as, safety and risk management procedures. A Police Record Check and Child Welfare Check are conducted for all Team Leaders and copies are kept in the CYFC office.

Some Things to Know about YVC Projects

Some youth volunteers within the YVC program may be fulfilling community service hours for minor offences. Please keep the YVC Program Coordinator informed if your organization has a policy that restricts such individuals in being involved. Space is provided in the Project Proposal Form to indicate such restrictions.

In addition, CYFC does not have any screening process for our youth volunteers. If your organization requires the volunteers complete a Police Records Check, it is the responsibility of the agency to do so and incur the cost of the Police Records Check. CYFC does not complete Police Records Check due to the enormity of the volunteers in our organization, as well as, not all volunteer opportunities require it.





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Please do not hesitate to call me with any questions or creative ideas you may have for your YVC project. I eagerly anticipate your exciting projects for the school year of 2008/2009. I look forward to building a school year partnership with you and your organization.

Sincerely,

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