



Youth Volunteer Corps  
School Year 2008/2009  
Project Proposal



Attn: YVC Program Coordinator  
Child and Youth Friendly Calgary  
#820, 1202 Centre Street SE  
Calgary, Alberta T2G 5A5

Phone: 403-266-5448  
Fax: 403-264-0266  
Email: yvc@cyfc.ca

**AGENCY INFORMATION:**

Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Project address/meeting place (if different from above): \_\_\_\_\_

\_\_\_\_\_

Public Transit Route to Project address (please include the nearest train station):

\_\_\_\_\_

**PLEASE INCLUDE THE FOLLOWING ITEMS:**

- Information about your agency (i.e. brochure, annual report)
- Pictures of a previous event to be placed on our website alongside description of project
- A job description for the YVC volunteers (i.e. roles and responsibilities of the youth volunteer, orientation and training provided, length of position).

**REQUESTING VOLUNTEERS FOR:**

One-time event? Date: \_\_\_\_\_ Time: \_\_\_\_\_

Weekly project? Dates: \_\_\_\_\_

Time(s): \_\_\_\_\_

Number of volunteers requested (minimum of 6): \_\_\_\_\_

Age requirement / Restrictions: \_\_\_\_\_

Briefly describe the project you are proposing. Please include the project goals and recipients of the service.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FOR STAFF USE ONLY:**

Team Leader: \_\_\_\_\_

Added To Contacts?

Notes:

1. Please identify a staff contact person who will be available throughout the project as a liaison for the Team Leader and YVC Program Coordinator. This is critical to the ongoing communication needed by the agency and the Youth Volunteer Corps Program.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

2. What will the youth volunteers be doing? Please be as specific as possible about tasks, number of volunteers for each task, and length of time to complete. Be sure there are enough activities to keep the team of volunteers busy for the duration of the project.

Task 1: \_\_\_\_\_

# of volunteers needed: \_\_\_\_\_ Length of time to complete: \_\_\_\_\_

Task 2: \_\_\_\_\_

# of volunteers needed: \_\_\_\_\_ Length of time to complete: \_\_\_\_\_

Task 3: \_\_\_\_\_

# of volunteers needed: \_\_\_\_\_ Length of time to complete: \_\_\_\_\_

3. It is the agency's responsibility to inform volunteers about the agency itself, including its goals, policies and duties. Briefly outline the orientation your agency will provide for the Team Leader and our youth volunteers. Who will give the orientation?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Does your agency plan on providing any recognition or appreciation at the end of the project for the Team Leader and the YVC volunteers? If so, in what ways?

\_\_\_\_\_  
\_\_\_\_\_

5. How did you hear about Child and Youth Friendly Calgary and the YVC Program?

\_\_\_\_\_

6. Please check the areas your agency's work falls into (check all that apply):

- |                                     |                                     |                                       |                                 |
|-------------------------------------|-------------------------------------|---------------------------------------|---------------------------------|
| <input type="radio"/> Environment   | <input type="radio"/> Children      | <input type="radio"/> Poverty         | <input type="radio"/> Youth     |
| <input type="radio"/> Social Issues | <input type="radio"/> Arts          | <input type="radio"/> Elderly Persons | <input type="radio"/> Community |
| <input type="radio"/> Animals       | <input type="radio"/> Others: _____ |                                       |                                 |

Disclaimer: A team leader is assigned to every project (ratio: 12 volunteers per Team Leader)

