

**Youth Volunteer Corps**

 **Project Proposal**

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| **Attn: YVC Program Coordinator** **#820, 105-12 Avenue SE** **Calgary, Alberta, T2G 1A1** | **Phone: 403-266-5448****Fax: 403-264-0266****Email: yvc@youthcentral.com** |

**CONTACT INFORMATION**

Organization:

Contact person prior to date of volunteer project:

Phone:

Email:

Contact person day of volunteer project (if different from above):

**EVENT/PROGRAM INFORMATION**

Name of event/program:

Brief description of event/program (this will be used when we post the event on our database to recruit volunteers):

**TRANSPORTATION INFORMATION**

Project address/volunteer meeting place:

Is this project accessible by public transit?

If volunteers are being dropped off by their parents, is there a specific area they should be dropped off?

If volunteers are driving themselves to the project, is there a specific place they should park?

**VOLUNTEER INFORMATION**

Team leaders conduct ice breaker and reflection activities at the beginning and end of all projects, which require 15 minutes each. Please indicate each date's start time and end time including this 15 minutes on both ends.

Number of volunteers requested? (Ideally a minimum of 8)

Are there any age restrictions on volunteers? (Our volunteers are ages 12 - 18)

Our volunteer base is diverse and our projects must be inclusive as well. We strive to include everyone, of all ability levels, into our community. As such, if your facility or project has specific restrictions on who would be a good fit as a volunteer (must be able to reach above a certain height, must have clear verbal communication, must be able to lift over a certain weight, etc.) please let us know here so that we can work with you to put accommodations in place. (Optional)

Please list the specific tasks to be completed by volunteers, including roles and the number of volunteers in each role (if possible). Be sure there are enough activities to keep the team of volunteers busy for the duration of the project.

Will you be providing the volunteers with food and/or beverages? If so, please specify.

Is there a dress code for this event? If not, our Youth Central volunteers will wear casual clothing and possibly Youth Central t-shirt.

**ADDITIONAL INFORMATION**

Please note that if an orientation takes place prior to the project, a Team Leader will attend in lieu of volunteers. If you have an orientation, please list the date, time, and location. If there is no orientation, but you'd like to set up a time to talk to the team leader assigned to your project, please let us know here. Otherwise, a team leader will contact you 1-2 weeks before the event to go over details.

Is the project venue wheelchair accessible?

Is this your first time working with Youth Central volunteers?

Do you have a current partnership agreement with Youth Central?

Meeting point/place of gathering in the event of a fire or emergency:

Stocked first aid kit(s)? (We bring our own, but just in case)

If the project is outdoors, and the weather is not permitting, will the event be rescheduled? If so, please list the reschedule date.

Youth Central has volunteer youth photographers who may be able to attend your event and take photos that we can share with you. Are you interested in having a youth photographer attend your event? (Unfortunately we are unable to guarantee this service)

If you have any relevant images or videos that may supplement your event description, you may upload them here. (Optional)