



Welcome to the Youth Partnership Program Student Training

# Training Agenda



## Purpose of YPP

- To encourage high school students to serve as volunteers
- To increase awareness of the needs of their community
- To increase awareness of the life-long value of volunteerism
- To make students knowledgeable about their rights and responsibilities as a community volunteer



3

The purpose of the Youth Partnership Program is to:

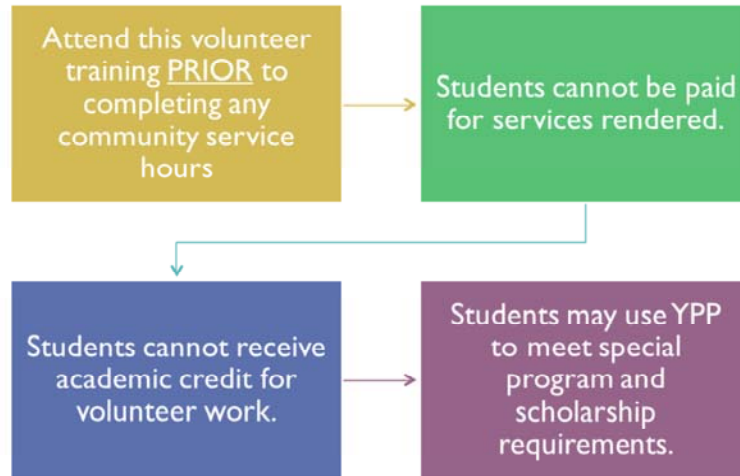
- Encourage high school students to serve as volunteers;
- Increase awareness of the needs of their community;
- Increase awareness of the life-long value of volunteerism; and
- Make students knowledgeable about their rights and responsibilities as a community volunteer.

## Why Volunteer?

- Personal satisfaction
- Help others
- Career exploration and job experience
- Develop leadership skills
- Meet new people
- Obtain recognition
- Document service on high school transcripts for college application and scholarships
- FOR FUN!



# Youth Partnership Program Guidelines



The YPP guidelines require that you take this training before you can start volunteering. That means that:

- Students cannot be paid for services rendered
- Students cannot receive academic credit for volunteer work
- Students may use this program to meet scholarship requirements



## Community Service Hour Requirements

- Florida Bright Futures Scholarships:
  - Academic Scholar – 100
  - Medallion Scholar – 75
  - Gold Seal Vocational Scholar – 30
  - Gold Seal CAPE Scholar – 30
- Distinguished Scholar Diploma – 100
- International Baccalaureate\* – 150

\*See IB counselor for details

6

The Youth Partnership Program documents service on high school transcripts for college applications and scholarships.

The Florida Bright Futures Scholarship required volunteer hours:

- 100 hours for Academic Scholars;
- 75 hours for Medallion Scholars;
- 30 hours for Gold Seal Vocational; and
- 30 hours for the newly created (2016) Gold Seal CAPE Scholars (an alternative to the current Gold Seal Vocation Scholars award)

Distinguished Scholar Diploma 100 hours

IB – 150 hours

## Hours That Can Be Counted

- Community service for a public or non-profit agency or organization
- Business or government internship
- Activity on behalf of candidate for public office
- Performance, rehearsal, practice, club activities, competitions (performing arts, special programs, athletics, etc.) **Must NOT be related to course requirements; meaning the hours don't count if credit is earned**



Hours can be completed during school days, if NOT related to the requirements of a course, i.e., cannot be earning course credit.



## Hours That Cannot Be Counted



- NCR Study Hall
- Student Aide
- Babysitting a sibling
- If part of a requirement for course credit work
- Anything that involves being paid



## When Can You Volunteer?

- Before school
- During school
- After school
- During school holidays
- On weekends
- On vacation

**ANYTIME!**  
As long as it is NOT related to  
course requirements and you  
are not earning credit




Hours can be completed during school days, if NOT related to the requirements of a course, i.e., cannot be earning course credit.

Hours can also be earned:


- before school
- after school
- during lunch
- in extended day programs
- on summer vacation
- weekends
- school holidays

# YPP Agreement Form

## Student Information



**Volusia County Schools**  
**Youth Partnership Program Agreement**  
 Volunteer/Partnership Programs



**PLEASE PRINT LEGIBLY**  
 Submit the completed form to your school prior to volunteering.

**STUDENT INFORMATION:** (To Be Completed by Student)

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

PARENT/GUARDIAN'S NAME: \_\_\_\_\_ PARENTS' DAYTIME PHONE: (\_\_\_\_) \_\_\_\_\_

CIRCLE ONE: FRESHMAN SOPHOMORE JUNIOR SENIOR GRADUATION YEAR: \_\_\_\_\_

PREVIOUS VOLUNTEER EXPERIENCE: \_\_\_\_\_

☐ YES ☐ NO I have attended volunteer training by my Youth Partnership Program (YPP) Coordinator.

I agree to fulfill the duties and time commitments as listed in the organization's volunteer job description, including training sessions and to provide adequate notice if I am unable to meet my commitments. I also agree to adhere to the rules of the organization for which I will be volunteering and to abide by the procedures, including any record keeping required to maintain the confidentiality of organization and client information.

→ STUDENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

There are three sections of the YPP Agreement Form

The top “Student Information” box is to be completed by the student.

Please read the entire box, print legibly, and sign, were needed.

## YPP Agreement Form

### Organization Information

**ORGANIZATION INFORMATION:** (To Be Completed by Organization's Supervisor of Student Volunteers)

NAME OF ORGANIZATION/AGENCY/SCHOOL PROJECT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

Street City Zip

CONTACT PERSON: \_\_\_\_\_ TITLE/POSITION: \_\_\_\_\_

(Contact person must verify the volunteer's hours and the quality of the volunteer's work.)

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

OPERATING HOURS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

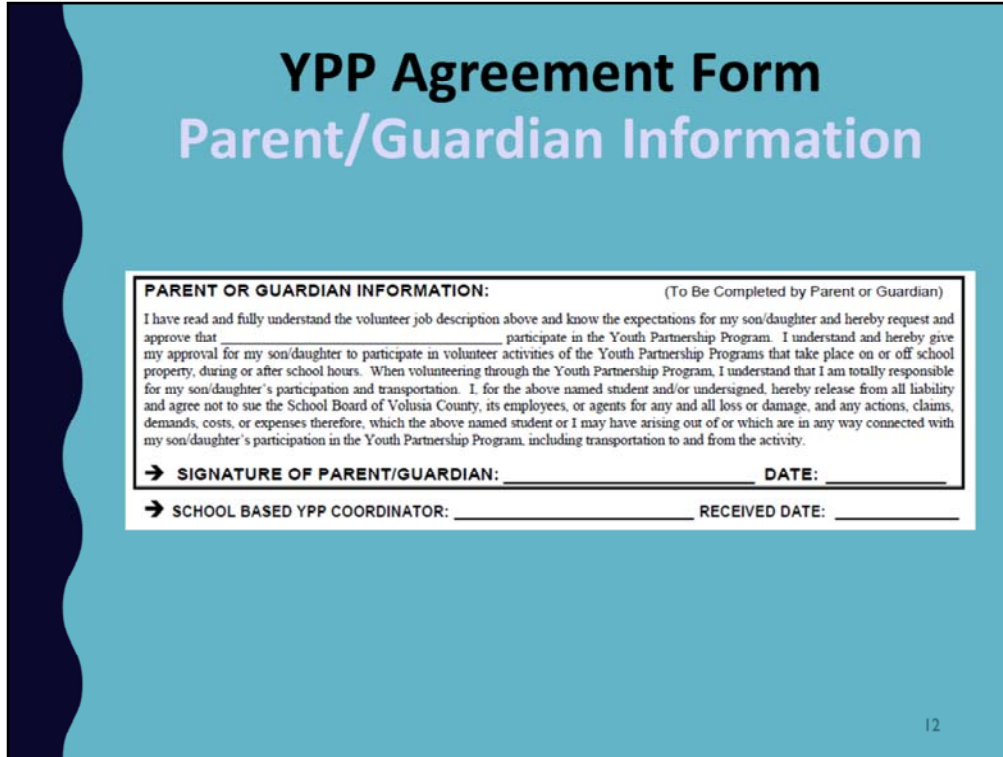
COMMUNITY SERVICE SITE: \_\_\_\_\_

VOLUNTEER JOB DESCRIPTION: \_\_\_\_\_

→ CONTACT PERSON'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

The middle section is to be completed by the agency's supervisor where you plan to volunteer. It requires them to provide information regarding the agency. Also ensure that this portion is completely filled and signed by the supervisor.

You should use the YPP Agreement form as an opportunity to clarify any doubts you might have regarding your volunteer duties and related issues and also make sure that the placement will qualify as appropriate volunteer service with their YPP Coordinator



**YPP Agreement Form**  
**Parent/Guardian Information**

**PARENT OR GUARDIAN INFORMATION:** (To Be Completed by Parent or Guardian)

I have read and fully understand the volunteer job description above and know the expectations for my son/daughter and hereby request and approve that \_\_\_\_\_ participate in the Youth Partnership Program. I understand and hereby give my approval for my son/daughter to participate in volunteer activities of the Youth Partnership Programs that take place on or off school property, during or after school hours. When volunteering through the Youth Partnership Program, I understand that I am totally responsible for my son/daughter's participation and transportation. I, for the above named student and/or undersigned, hereby release from all liability and agree not to sue the School Board of Volusia County, its employees, or agents for any and all loss or damage, and any actions, claims, demands, costs, or expenses therefore, which the above named student or I may have arising out of or which are in any way connected with my son/daughter's participation in the Youth Partnership Program, including transportation to and from the activity.

→ **SIGNATURE OF PARENT/GUARDIAN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

→ **SCHOOL BASED YPP COORDINATOR:** \_\_\_\_\_ **RECEIVED DATE:** \_\_\_\_\_

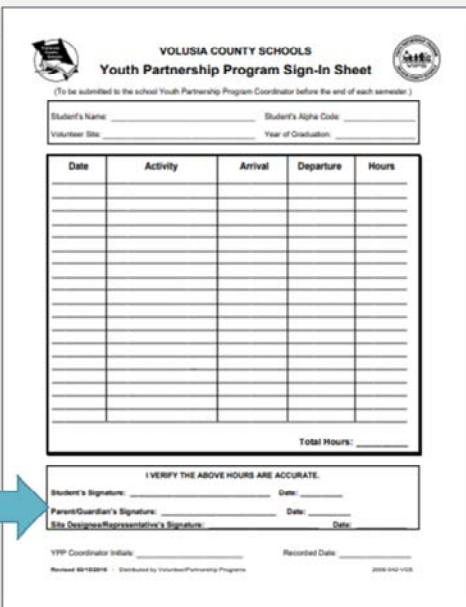
12

- The last box requires parent permission.
  - Make sure that your parent or guardian reads the entire form and provides approval by signing and dating the form. Note that they have also relinquished all liability of the school board to any actions that take place while you volunteer and are transported to and from the volunteer site.

The completed form is submitted to the YPP coordinator at your school.

# YPP Sign-In Sheet

- Submit hours promptly after completion of volunteer project (quarterly or before end of each semester)
- Completed sheets must be signed and dated by the student, parent/guardian, and the organization



The image shows a 'YPP Sign-In Sheet' form from Volusia County Schools. At the top, it says 'VOLUSIA COUNTY SCHOOLS Youth Partnership Program Sign-In Sheet'. Below this, it states '(To be submitted to the school Youth Partnership Program Coordinator before the end of each semester.)'. The form includes fields for 'Student's Name', 'Student's Alpha Code', 'Volunteer Site', and 'Year of Graduation'. A large table with 5 columns (Date, Activity, Arrival, Departure, Hours) and 15 rows is provided for logging hours. At the bottom right of the table, it says 'Total Hours:'. Below the table, there is a section titled 'I VERIFY THE ABOVE HOURS ARE ACCURATE.' with lines for 'Student's Signature', 'Date', 'Parent/Guardian's Signature', 'Date', and 'Site Designated Representative's Signature', 'Date'. At the very bottom, it says 'YPP Coordinator Initials: \_\_\_\_\_ Recorded Date: \_\_\_\_\_' and 'Revised 05/10/2016 Distributed by Volusia Partnership Programs 2005-04-10-03'.

- Completed sheets must be signed and dated by the student, parent/guardian, and the organization

[illegible]

- Completed sheets must be signed and dated by the student, guardian/parent, and site designee/representative.
- Completed sign-in sheets are to be submitted to the YPP Coordinator
- Submit hours promptly either after completion of the volunteer project or quarterly
- Report senior hours no later than the last day of the senior school year (or as designated by individual school)

# Volunteer Experience Form

- To be completed one time, in your **senior year**
- Identify a social or civic issue, or a professional area
- Develop a plan to address the issue
- State your involvement
- Evaluate and reflect on your experience
- Submit form to the YPP Coordinator no later than May of your senior year

YOUTH PARTNERSHIP PROGRAMS  
Volunteer Experience Form  
Bright Futures Scholarship

Student Name: \_\_\_\_\_ Alpha Code: \_\_\_\_\_ Grade: \_\_\_\_\_  
YPP Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

1. Identify the problem or need for your community service:  
\_\_\_\_\_  
\_\_\_\_\_

2. How/why did this community service interest you?  
\_\_\_\_\_  
\_\_\_\_\_

3. State your involvement during your volunteer work:  
\_\_\_\_\_  
\_\_\_\_\_

4. Reflect on your community service:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach additional sheet(s) if necessary.  
Student Signature: \_\_\_\_\_ 200808 WLS

Revised 2008  
Revised by YPP

## Volunteer Experience form

- This form is to be completed **only once, in your senior year**.
- You need to identify a social or civic issue, or a professional area, that interest you for your volunteer service work;
- Develop a plan for your personal involvement in addressing the issue or learning about the area;
- State your involvement;
- Evaluate and reflect on your volunteer service experience;
- Seniors are to submit this form to the YPP Coordinator no later than May of their senior year

The form is available to the student in the back of their YPP Student Handbook or through your YPP Coordinator.

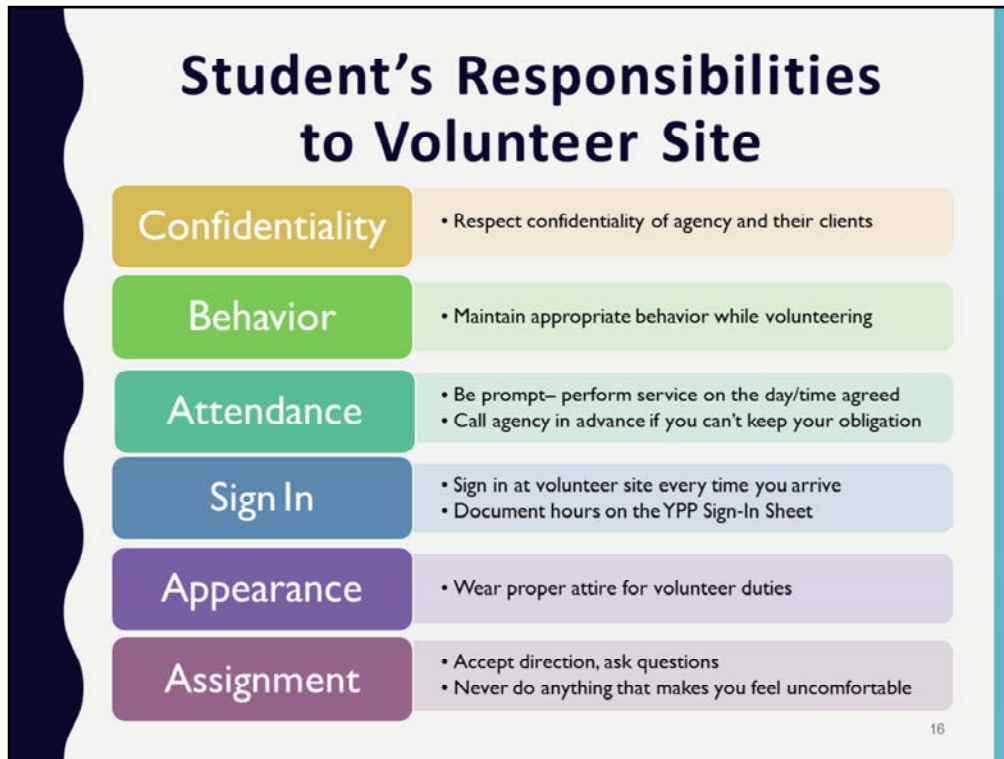
This form is to be kept on file for a minimum of 3 years to document for Bright Futures (all awards).

Student's Responsibilities for YPP	
Select Volunteer Site	Contact the agency, organization or business selected If in doubt whether it is acceptable, ask your YPP coordinator
Complete Agreement	Complete the YPP Agreement form Make sure you get signatures from your parent/guardian and the site contact
Clarify Responsibilities	Clarify dates, times and responsibilities assigned. Will the agency provide training? When? Where?
Provide Own Transportation	Provide own transportation to and from the volunteer site
Document Hours	Perform volunteer service without payment or academic credit Document hours on YPP Sign-In Sheet

It is also your responsibility to:

- Select an appropriate site; if you aren't sure, ask your YPP coordinator
- Complete the YPP agreement with required signatures
- Clarify dates, times and expected responsibilities - Ask the agency if they will provide you with training? If so, when and where?
- Provide own transportation to and from volunteer site
- Perform volunteer service on own time, without payment or academic credit ; document hours
- Read the YPP Student Handbook prior to their first volunteer placement





You also have responsibilities towards the agency/organization:

- Respect the **CONFIDENTIALITY** of the agency and the agency's clients. What you see and hear is strictly confidential. If you have questions, talk to your supervisor. Maintaining confidentiality is an important responsibility of all volunteers, and the breaking of confidentiality can be a prime reason why volunteers are let go.
- Student volunteers need to behave appropriately while volunteering.
- You need to be prompt in attendance and perform your service on the day and time agreed. Do not be late or leave early unless agreed upon with your supervisor.
- If you get ill or realize that you are not going to be able to volunteer, please notify the agency just like you would an employer. Think of your volunteer placement as a "job" and of your supervisor as the employer. The only difference is there will not be a paycheck!
- Sign-in and out.
- You need to wear proper attire. Remember the school district enforces a dress code and we certainly hope that you will abide by these guidelines while volunteering.
- Students should always ask questions if they are unsure in how to do their tasks.

## Important Deadlines

### SENIORS

- Report senior hours no later than the last day of senior school year
- Submit completed Volunteer Experience Form by the end of May

### 9<sup>th</sup> – 11<sup>th</sup> GRADE

- Must submit hours by the last day of school

17

Sample Volunteer Opportunities				
Boys & Girls Club	Boy/Girl Scouts	Child Care	Churches	City or County Governments
Civic Organizations	Extended Day Programs	Health Department	Homeless	Hospice
Hospital or Nursing Home	Habitat for Humanity	Humane Society/Veterinary Clinic	Non-Profit Organizations	Political Campaign
Public Library	Schools and School Clubs	Teen Court	United Way	YMCA

These are examples, there are many more opportunities.

Volusia County Schools



**Youth Partnership  
Program (YPP)  
Student Handbook**

Complete Guide for the  
High School Student Volunteer

August 2018

**Read the  
YPP Student  
Handbook  
for Detailed  
Information**



YPP Coordinator can answer any questions and provide additional forms that you might need.

Thank you for taking the time to be here and for your desire to volunteer! Good luck and much success to all!