



CYAN YOUTH TIP SHEET

FOR COMMUNITY ORGANIZATIONS:

Please note that CYAN requires at least two weeks notice for any event. This provides us time to upload the opportunity to our website, facebook site and do mass emails to the youth.

In order to make the event a learning experience for the youth and a seamless successful opportunity for the organizers, these are the **Five W's – the youth need to know:**

- **What** - What kind of tasks are the youth going to be doing? (Hands-on activities, physical, standing, speaking, canvassing etc.)
 - What age group will they be working with? (seniors, children etc.)
 - What appropriate or special clothing/outerwear is required/ (hat, raincoat, boots, wintercoat, sunblock etc). Will they be getting wet, need a change of clothes?
- **Where** - Where do the students have to go?
 - Where is the Volunteer site? (include map, directions and exact meeting point for Volunteers to meet Supervisor)
 - Is there an easy-access car drop-off and pick up for parents?
- **Who** - Who is the Supervisor that the Volunteers report to?
 - Name:
 - Title:
 - Organization:
 - Contact email and Cell number:
- **When** -When is the exact time of the event? (date, start/finish time, duration etc.)
- **Why** – Why is this event important for the organization, the community, a learning experience for the Volunteers? (reason behind the event, benefits, background of the event/organization and how it ties into community and the organizations' strategic plan)

Other questions: How many volunteers do you require? How many people do you expect at the event? Is it indoors or outdoors? Is it safe? Will there be direct supervision or

occasional supervision? Will the volunteers be with a volunteer buddy (this works)? Can they ask questions and express concerns?

Other Things to keep in mind

Please leave an appropriate amount of time to provide a brief orientation before-hand so that the youth can be properly informed of any important information and be provided clear direction.

Please keep in mind that there is a wide range of experience and ability between the age range for our youth. The abilities of a 14 year old grade 9 student will be much different than that of a 18 year old grade 12 student or a 20 year old college or university student.

Please allow for a 10 minute break for every 3 hours of volunteer work

Please make water or refreshments available when possible, or indicate if the students require a bagged lunch

Please have event organizers and volunteers wear a name tag for easy identification, perhaps in different colours to differentiate who the organizers are and who the volunteers are

FOR VOLUNTEER YOUTH:

Please confirm your attendance to the Supervisor, download (and print) all maps, directions, drop-off/pick-up points, meeting points, time, date, location, Supervisor's name, cell phone, information about the event, appropriate clothing, food if needed etc.

Please take the time to learn about the organization you will be volunteering with, their event and past events. This way you know a little bit more about their role in the community and their relationship with other community organizations etc.

Please limit cell phone use to only before-and-after the volunteer event. Texting and talking is not acceptable, you can keep your phone on and are kindly asked to accept calls only from your parent and/or person giving you a ride.

Please keep talking with your volunteer buddy to a minimum. You are a representative of CYAN, a representative of the community and a role-model. You should try to be as professional as possible. Show that you are committed and capable. Smile, dress appropriately, be positive, team-oriented, enthusiastic and proud to be doing this event.

Please take the time during your volunteer opportunity to think about the event, the set-up, flow of activities, duties, overall organization etc. Do not be afraid to give your comments to the organizer on how to make it better the next time. This is an academic exercise and requires analytical thought and observation, it will help you in the future to be an asset in helping other

organizations on how to continuously improve efficiencies. Your insight and perspective is valuable and appreciated.

Please get plenty of rest the day/night before and show up ready to do your volunteer opportunity. Each opportunity is a learning experience and work hard to ensure you have done the best possible job as possible. You are tomorrow's leader, so please act like a leader in all that you do.

Please bring your Volunteer sheet with you already filled out, this way the Supervisor only need to sign their name. Please fill in name of event, purpose, contact details, date etc. This saves a lot of time, considering Supervisor have to fill out 5-20 sheets at a given while simultaneously trying to wrap the event up as well.

This is great opportunity to connect with each other and community, let's all try to make it successful and a memorable event.