

Youth Partnership Program



Volunteer/Partnership Programs



Youth Partnership Program (YPP) Student Handbook

**The Complete Guide for the
High School Student Volunteer**

Volusia County Schools

Revised: July 2016

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Become a tutor.



Help with city or school beautification projects.



Help communities with storm clean-up.



Attend a beach or river clean-up day.



Serve or prepare meals at homeless shelters.



Assist the elderly at senior citizen centers.

INTRODUCTION

What is Volunteering

Volunteering is giving one's time and talent, by choice, to help others in the community. Volunteers do not receive compensation for their service. There are many reasons volunteers serve their community. Volunteers want to help others and make a difference. They might also want to explore a new career, develop leadership skills, make new friends, or meet service requirements for an academic program. Volunteer experiences provide satisfaction, that "feel good" feeling that you have given back to your community.

Why volunteer?

There are many reasons why people volunteer:

- For personal satisfaction - a good feeling
- The desire to help others
- For career exploration; job experience for use on job application
- To develop leadership skills
- To meet new people
- To obtain recognition
- To document service on high school transcripts for college applications/scholarships
- BECAUSE IT'S FUN!



History of the Youth Partnership Program

The Youth Partnership Program (YPP) was created in 1993 in response to the need to record student volunteer service for Bright Futures scholarships and special district diplomas. The intention was also to encourage high school students to give back to their community, thereby learning the life-long value of volunteerism. The program was developed by the Volunteer/Partnership Programs department with direct input from the district guidance department, the high school curriculum department, and high school guidance directors. The volunteer/community service completed by our high school students is Volusia County School's fastest growing segment of volunteer service and now makes up for 23% of the total district volunteer hours.

This Handbook

The first half of this handbook gives the essential guidelines of the Youth Partnership Program. The second half provides general tips, with an emphasis on volunteering in schools. The handbook concludes with service opportunities and the YPP forms.

Legislature – Passed 2016 – House Bill (HB) 793

HB 793 modified student community service work requirements for the Florida Bright Futures Scholarship Program awards, including Florida Academic Scholars (FAS), Florida Medallion Scholars (FMS), Florida Gold Seal Vocational Scholars (FGSVS) awards, and adds the requirement for the newly created Florida Gold Seal CAPE Scholars award.

The bill modifies the requirements by clarifying that community service work must be volunteer work and prohibits any student from receiving remuneration or academic credit for such work; **expanding** volunteer service work areas to include a civic issue (see more on "civic issues" - page 14) or a professional area of interest; providing that volunteer work may now include, **but not be limited to**, a business or governmental internship, employment with a nonprofit community service organization, or activity on behalf of a candidate for public office; and establishing accountability requirements for student volunteer work that includes documentation in writing by the student, the student's parent, and a representative of the organization where student worked.

YPP STUDENT / PARENT GUIDELINES

Purpose of YPP

- To encourage secondary school students to serve as community volunteers
- To increase awareness of the needs of the community
- To increase awareness of the life-long value of volunteerism

Program Guidelines

- Students may count volunteer work after the completion of the school-based training workshop offered by the high school.
- Students will not be paid for services rendered.
- Students may use this program to meet the requirements of the Superintendent's Diploma of Distinction, Florida Bright Futures Scholarship Program, and the International Baccalaureate Program.

Hours That Can Be Counted *(more examples on pages 13 and 14)*

- Volunteer/community service for public, non-profit agencies - also see 2016 update (above)
- Performances that meet an identified community service to include any rehearsal/practice associated with the performance (even if a student receives a grade or credit)
- Youth service provided during summer vacation, weekends, and school holidays
- Time before school, after school, during lunch hour, and in extended day programs
- Time during the school day for dual-enrolled students, as schedule permits

Requirements for Specific Programs

Superintendent's Diploma of Distinction (10th, 11th, 12th grades only).... 100 hours

Florida Bright Futures Scholarship

Academic Scholars 100 hours

Medallion Scholars 75 hours

Gold Seal Vocational Scholars 30 hours

Gold Seal CAPE Scholars (new 2016) 30 hours

International Baccalaureate* 150 hours

*IB includes Creativity, Action and Service. Please see the IB counselor at Spruce Creek High School or DeLand High School for details.

Tips for Selecting an Agency

The student and parent/guardian are solely responsible for selecting an agency where their child volunteers. The agency's purpose should be service to the community, e.g. Athens Community Theatre and Volusia Community Symphony. Consider the following when making this selection.

They should provide:

- A safe environment for the student
- A supervisor for the student
- Meaningful duties for the student
- Detailed volunteer position descriptions including any prerequisites

Student Volunteer Objectives

- To enjoy a meaningful volunteer experience
- To have duties clearly defined by agency
- To always work under supervision
- To have opportunities that enhance talents, skills, vocational interests
- To enjoy a healthy and safe work environment
- To have the availability of a school YPP Coordinator to help with problem solving

- To ask questions

If a student is asked to do anything which makes him/her feel uncomfortable, the student should report this to a parent/guardian, school guidance counselor, or YPP Coordinator.

Student Volunteer Responsibilities

- Contact the agency/organization/project selected.
- Submit a completed Youth Partnership Program Agreement form.
- Perform volunteer service on own time, without payment or academic credit.
- Respect CONFIDENTIALITY of agency/clients.
- Maintain appropriate behavior while volunteering.
- Maintain proper attire for volunteer duties.
- Maintain attendance.
- Perform volunteer service on the day and time agreed. (If you can't keep your service obligation, call the agency in advance and notify them or change your obligation.)
- Provide own transportation to and from the volunteer site.
- Sign in at the volunteer site every time you arrive. (Records of volunteer hours, acknowledged by all parties, are used for service hours, credit for diplomas, scholarships, and recognition.)
- Ask questions.
- Report senior hours no later than the last day of your senior school year.
- Complete the Volunteer Experience form prior to graduating.



Youth Partnership Program Student Checklist

- Attend the training session at your school where you will receive YPP information.
- Call the agency/organization/special project to arrange for training at the agency and to schedule your volunteer time.
- Complete the YPP Agreement form for each volunteer site.
- Select the type of volunteer/community service which you would enjoy. Utilize the Volunteer Experience Form to reflect on your service.

*Note: if you are performing community/volunteer service for credit toward Florida Bright Futures Scholarship "a student must complete a program of volunteer/community service work, as approved by the district school board or the administrators of a nonpublic school, which shall include a minimum of 100 hours for Academic Scholars, 75 hours for Medallion Scholars, and 30 hours for both Gold Seal Vocational and CAPE Scholars- of service work for high school students graduating in the 2013-2014 academic year and after, and must identify a social or civic issue or a professional area that interests him or her, develop a plan for his or her personal involvement in addressing the issue, and, through papers or other presentations, evaluate and reflect upon his or her experience." Florida Statutes 1009.534(1)(e), 1009.535(1)(e), and 1009.536(1)(e).

- Remember to sign in at the volunteer site and keep a record of your volunteer hours. The agency designee, student, and parent(s) must all sign your YPP time sheet.
- International Baccalaureate Program (IB) student CAS hours may only be earned during your junior and/or senior year. Please see your IB counselor for further information.

In order to receive credit for your volunteer/community service, you must submit all information to the Youth Partnership Program Coordinator at your school. ***Be sure you have:***

1. Attended the training session prior to completing your volunteer service
2. Completed the YPP Agreement form
 - a) student information
 - b) organization information
 - c) parent/guardian information and signature
 - d) YPP Coordinator's signature
3. Read the student/parent guidelines within this handbook
4. Completed the YPP Sign-In Sheet(s)
5. Completed a YPP Volunteer Experience Form prior to graduating



YOUTH PARTNERSHIP PROGRAM FORMS

Your YPP Coordinator at your school (usually in the Guidance Dept.) will provide these YPP materials at the student volunteer training.

YPP Agreement Form

Complete the *Youth Partnership Program Agreement* form for each volunteer site. They are available from your YPP Coordinator and are to be given only to students who have attended the student volunteer training. You, the student, complete the top of the form; the organization/school where you volunteer completes the middle section; and your parent/guardian reads the bottom paragraph and signs off their permission. Make a copy of the completed form for your records, if you desire, then submit the completed form to your school prior to volunteering. This information is for program use only and will not be given to any other organization, group, or person.

When volunteering at a school, **DO NOT** complete the *Volunteers in Public Schools* application.

The image shows a 'VOLUSIA COUNTY SCHOOLS Youth Partnership Program Sign-In Sheet'. It includes fields for Student's Name, Volunteer Site, Student's Alpha Code, and Year of Graduation. Below these is a table with columns for Date, Activity, Arrival, Departure, and Hours.

YPP Sign-In Sheet

The *Youth Partnership Program Sign-In Sheet* provides a record of your volunteer time. You may make a copy of the one at the end of this handbook or pick up a copy from your YPP Coordinator. Use a different sheet for each organization where you volunteer. Be sure to total your hours. Make a copy of the sheet for your own records, and then turn in the original sign-in sheet to your school's YPP Coordinator. Turn in the Sign-in Sheet before the end of each semester; do not wait until your senior year to submit all four years of volunteer hours. The school will record your hours into your student records. When you graduate your total volunteer hours will appear on your high school transcript. Follow your school's deadline for senior hours to be submitted to the school. Absolutely no volunteer hours will be accepted after the last day of your senior year.

2016 Update: Accountability requirements for student volunteer work – form must be signed by student, student's parent, and a representative of the organization

YPP Volunteer Experience Form

The *Volunteer Experience Form* is to be completed during your senior year. It provides the opportunity for you to identify a social or civic issue for your volunteer service or professional area of interest to you, find a volunteer opportunity where you can make a difference, report your volunteer activities, and then evaluate and reflect on the total experience.

You are required to complete this form for one volunteer activity prior to the end of your senior year to meet the requirements of the Florida Bright Futures program. You may use the form in the back of this handbook. Turn in the form to your YPP Coordinator during your senior year.

The image shows a 'YOUTH PARTNERSHIP PROGRAMS Volunteer Experience Form Bright Futures Scholarship'. It includes fields for Student Name, YPP Coordinator, Alpha Code, and Grade. A question asks to 'Identify the problem or need for your community service.'

2016 Update: Form updated – includes a civic issue or a professional area of interest.

GENERAL VOLUNTEER TIPS



Training

Your high school Youth Partnership Program (YPP) Coordinator (usually in the guidance department) will provide the appropriate YPP materials. They host numerous YPP trainings, consisting of general information on volunteering and the use of the YPP materials. Training dates are advertised in your school newsletter, in school announcements, or on a volunteer/community service bulletin board. Attendance at the training is required prior to commencing any volunteer/community service.

YPP Agreement Form

Your YPP Coordinator at your school will provide the YPP materials and training. Complete the *Youth Partnership Program Agreement* form for each volunteer site. Make a copy of the completed form for your records, if you desire, then submit the completed form to your school prior to volunteering. This information is for program use only and will not be given to any other organization, group or person. When volunteering at a school, **DO NOT** complete the *Volunteers in Public Schools* application.

Selecting an Agency

Select volunteer work that meets an identified volunteer/community service with a public, non-profit agency. Examples include volunteer/community service agencies, youth groups, civic organizations, and hospital auxiliaries. See "Service Opportunities" at the end of this handbook. The agency should provide a safe, supervised environment and a volunteer job description, including any prerequisites. The duties should be meaningful and provide a service to the community. You and your parent/guardian are solely responsible for selecting the agency where you volunteer. Be sure to complete the YPP Agreement Form and ensure that all parties sign the form. **2016 Update:** Volunteer work may now include, **but not be limited to, a business or government internship, employment with a nonprofit community service organization, or activity on behalf of a candidate for public office.**

Attendance

Report on time to the staff who will supervise your job, and remain for the period of time for which you have committed your service. If illness or an emergency arises, inform the agency/organization where you volunteer as soon as possible.

YPP Sign-in Sheet

Among the YPP materials you have been provided is the *YPP Sign-In Sheet*. Be sure to record all your activities with the organization you are volunteering. Total the hours and ask your supervisor to verify, with signature, the *Sign-in Sheet* confirming your attendance and as mandated in 2016, also ensure student's and parent's signature. Return the *Sign-in Sheet* to your YPP Coordinator.

Appearance

Your appearance in dress and grooming should be appropriate for the setting. Ask your supervisor/teacher how they expect you to dress. Your image is important. Volunteers must also set a good example by maintaining professional conduct and language.

Assignment

If the assignment does not prove to be what you expected or you feel your responsibilities are beyond your ability, discuss this with your supervisor and parent/guardian. **NEVER DO ANYTHING**

THAT MAKES YOU FEEL UNCOMFORTABLE. Report this to your parent/guardian, school guidance counselor, YPP Coordinator, or other trusted adult.

Accept Direction

Accept supervision, recognizing you are an important helper. You do not take the place of a staff member. You are a supplementary person who offers assistance and enrichment with your personal skills and competence.

Confidentiality

Respect the confidential nature of anything you hear or see at the agency/organization in which you volunteer. Share any concerns you have only with those in authority. A misplaced comment can be devastating to the agency and their clientele.



Emergencies

Ask the person in charge what you should do in case of emergencies. Become familiar with emergency policies.

Enjoy Yourself

Your enthusiasm will be conveyed to the other volunteers, employees, and students that you work with. By giving your all you will be assured of having a meaningful experience.

BECOMING A SCHOOL VOLUNTEER

Job Descriptions for Student Volunteers in Schools

There are many opportunities for a student to become a school volunteer. Student volunteers help elementary and middle school teachers after the school day. After-school programs utilize high school students to tutor elementary students or assist with homework. Student volunteers might help a media specialist, a guidance counselor, or a PTA/PTSA/PTO with evening or weekend activities. Many elementary schools appreciate help from high school volunteers during their fall carnivals and spring flings. There may also be an opportunity for you to help tutor your peers within your own high school.

Ability

When helping as a tutor or mentor, it is important to remember that *all* students have the ability to learn. In addition, *all* volunteers have the ability to help a child feel accepted, bring a child warmth and understanding, offer a child a listening ear, and give that youth a chance to reach above and beyond, competing only with himself/herself.

Benefits

The benefits of the school volunteer program are more obvious to the student, the teacher and the school than they are to you. To the volunteer, the rewards can be deeply personal and virtually impossible to measure:

- The satisfaction of seeing a student improve academically
- The satisfaction of sharing a special talent or resource
- The feeling of being needed and useful
- The satisfaction in helping to fill an explicit need in the school



Qualifications for School Volunteers

You should have:

- A genuine interest in students and education
- A professional commitment to your volunteer activity
- Regular attendance
- A cooperative attitude
- Flexibility
- Good health
- A willingness to attend training sessions, as needed



Goals of a School Volunteer Program

- Provide individual educational assistance to students
- Enrich the curriculum
- Improve students' self-worth by increasing the opportunity for educational achievement
- Relieve the teacher of some non-instructional task and duties
- Stimulate community interest, concern and support for the educational system
- Enhance all aspects of the educational process

The School Volunteer Coordinator

Each school's volunteer program is individualized to meet the needs of the students and teachers at that school. In cooperation with the principal, the school's volunteer coordinator directs the volunteer program. Many schools have both a staff person and a volunteer who work jointly to coordinate the program. When volunteering at a school, you should first make an appointment with the school volunteer coordinator. She/he will provide an orientation at the school and will help place you in a volunteer position. You will complete the *YPP Agreement* form with either the volunteer coordinator or your supervising teacher.

Checklist

When you meet with your supervising teacher, plan to discuss:

- Days and times to volunteer
- The *YPP Agreement Form* and *YPP Sign-in Sheet (updated 2016)*
- Procedures to keep in touch (for example, regular meetings, telephone conversations, notes, or informal meetings)
- Alternate plans for days when the teacher is absent
- Daily communication vehicle for volunteer assignments (folder, log, or other means)
- What name the teacher prefers the students to use in addressing you
- Your volunteer job description
- Tour of classroom; location of necessary materials
- Policies, procedures, and rules (such as discipline system, dress code, reinforcement techniques, organizational plans, emergency procedures, or where you should keep personal items)
- How you should notify the teacher if you must be absent
- Orientation to the school: where you should park; which bathroom to use; the location of drink/snack machines

Confidentiality

School volunteers must maintain strict confidentiality concerning information they learn about students and staff. Keep information you learn about students between yourself and your teacher. A misplaced comment can be devastating to a student, the family and the volunteer program. If you do have questions or concerns, talk with your teacher, guidance counselor, or the volunteer coordinator.

Name Tag

When you are on campus, it is important that you wear your VIPS name badge for identification.

It helps protect children by identifying "community helpers" who belong in the school and keeps teachers from overlooking someone who should not be there.

Sign-In/Out

Each time you go to school to volunteer, you must sign in, wear your nametag and sign out. This requirement is necessary for the following reasons:

- Safe guarding our students and maintaining campus security is of the utmost importance
- If you receive an emergency call you can be located
- Awards are presented to schools with twice as many volunteer hours as students enrolled
- Your school would like the opportunity to thank you for your service
- The *YPP Sign-In Sheet* provides a record of your volunteer time for diplomas and scholarships

Attendance

Punctuality and reliability are expected since students and teachers are counting on you. If you must be absent, call the school and ask that the teacher be told you cannot come that day. Students will be disappointed, but reassured that you care enough to call.

On-the-Job Training

The individual supervising the student volunteer provides on-the-job training. Be sure to listen carefully and ask questions if you are unsure of your volunteer responsibilities.

Effective Ways to Work with Children

- Be warm and friendly. Learn the children's names. Show interest in what they are doing and telling you. You are very important as a listener.
- When working with children, encourage them to do their own thinking. Give them plenty of time to answer. Silence often means they are thinking and organizing what they want to say or write.
- If you don't know an answer or are unsure of what to do, admit it to the children and work it out together. Feel free to ask the teacher of the children for help when you need it.
- Use tact and positive comments. Encourage children. Seek something worthy of a compliment, especially when children are having difficulties.
- Accept each child as she/he is. You do not need to feel responsible for judging a child's abilities, progress, or behavior.
- If a child is upset, encourage him/her to talk the problem over with you. You need not solve the problem, but by listening and talking you help the child feel you care.
- Respect a child's privacy. If a child or teacher reveals personal information, regard it as confidential information.
- Maintain a sense of humor.
- Be consistent with the teacher's rules for classroom behavior, schedule and atmosphere.
- Wear comfortable clothes and don't hesitate to "get down to a child's level."
- If parents and friends ask about your work, tell them you enjoy working with the children and discuss the activities you do rather than specific information about a child, the teacher, or the school.
- Keep your commitment; the children will expect you and look forward to you coming. If you know you will be absent, tell them in advance. Keep all promises, and make none that you cannot keep. Children never forget.



SERVICE OPPORTUNITIES

Within Your Own High School

There are many opportunities to provide service within your own high school. Many teachers and office specialists appreciate a helping hand. Do you have a special talent or expertise? You might offer to tutor peers before or after school, or help with decorations for a special school event.



High School Clubs

Individual clubs have numerous volunteer/community service opportunities, from adopting an elementary school to providing after-school tutoring, to adopting a highway for clean-up. Join a club and participate in its community service projects.

Church Youth Programs

You will find church youth groups are heavily involved in providing service to their community. They may sponsor food banks, help the homeless, or assist the aging.

City Libraries

The volunteer opportunities at the local library might include checking and shelving books, reading to children, or helping with research. Keep in mind that many libraries already have committed adult volunteers, so you might have to wait for an opening.

Senior Centers/Health Fairs

Providing service at a local senior center is a great way to learn about health care careers while making an enormous difference in the lives of our senior population. You might help with craft or recreational activities, assist during meals, or volunteer at a health fair on the weekend.

Youth Organizations

Our numerous local youth organizations (YMCA, Boys and Girls Clubs, Boy/Girl Scouts) often need help with their after school care and summer programs. You can receive some great experience working with younger children while having lots of fun!

In General

Many non-profits have recently experienced budget cuts and are looking for even more volunteers. Keep in mind that volunteer opportunities are dependent upon the needs of the organization and may be restricted to individuals over 18 years. Contact your local environmental, historical, medical, or political organizations. Also refer to pages 13 and 14.



My YPP Coordinator is: _____

I attended training on (insert date): _____

Possible places I would like to volunteer: _____



YOUTH PARTNERSHIP PROGRAMS

Volunteer Experience Form

Bright Futures Scholarship



Student Name: _____ Student ID: _____ Grade: _____

YPP Coordinator: _____ Date: _____

1. Identify a social or civic issue, or a professional area, that interests you for your volunteer service work:

2. Develop a plan for your personal involvement in addressing the issue or learning about the area:

3. State your involvement:

4. Evaluate and reflect on your volunteer service experience:

Please attach additional sheet(s) if necessary.

Student Signature: _____

Examples of Volunteer/Community Service Hours

APPROVED	NOT APPROVED
School club's community projects (e.g. theater club volunteering to help Habitat for Humanity, Special Olympics, etc.)	Student office aids
Political campaign	
Volunteering at school programs like extended day (before school or after school hours, during scheduled lunch, weekends)	NCR study hall teacher assistant
Participation in church-related activities (e.g. fundraiser, food collection, altar server/acolyte, church lector, mission trips, vacation Bible school volunteer)	Religious devotion, proselytizing, classes (e.g. rite of passage)
For shut-ins/recluse	
Clean up neighborhoods after occurrence of natural events (e.g. hurricanes, tornados, flooding, etc.)	
Hours transferred in from another state (properly recorded)	
Out-of-county (needs to be pre-approved by YPP coordinator)	
Volunteering at hospitals, senior centers, assisted living facilities	Most profit businesses
Community celebrations: PO Family Days, Youth Celebration of the Arts at Gemini Springs (taking place during non-school hours)	
Libraries	
Volunteering at an animal shelter (e.g. Humane Society)	Veterinary offices
Practice/rehearsal in athletics/sports – activity to take place before or after school, during lunch hour, weekends, summer vacation, school holidays	Activities/participation in athletics/sports during regular school day/hours (related to school credit)
Practice/rehearsal in a club (band, cheerleading, music, culinary, agriculture, theater, etc.) – activity to take place before or after school, during lunch hour, weekends, summer vacation, school holidays	Activities/participation in a club during regular school day/hours (related to school credit)
Participation in athletics/sports, cheerleading, music, and/or theater activities (no financial compensation and taking place before school, during lunch hour, after school, summer vacation, or holidays)	
Time during school day for dual-enrolled students, as schedule permits	
Adopt-a-highway clean-up days	

Volunteering at a school-based sports activity during non-school hours	
Open House volunteer	
Assisting senior citizens with painting of house, cleaning yards, clearing snow	
Babysitting at a child care facility (e.g. church) (unpaid) – can include a sibling if in the group	Babysitting of a sibling (at home or other family gatherings) does NOT count
Telephone operator for MDA telethon	
Gathering and sorting items for a food drive	
Serving as a Big Brother/Big Sister	
Working as a blood-drive volunteer	
Coaching Little League/other unpaid youth sports activities	
Donation of blood (1 hour approved) – unpaid	

*YPP 1-hour training required before YPP hours are accepted.

CIVIC ISSUES (some ideas...)

- Adequate housing
 - Civil rights
 - Climate change
 - Cultural rights
 - Death penalty
 - Disability and human rights
 - Discrimination
 - Education
 - Environment
 - Executions
 - Food
 - Health
 - HIV/AIDS
 - Human rights
 - Humanitarian action
 - Minorities
 - Older persons
 - Political rights
 - Poverty
 - Racism
 - Sexual Orientation and gender identity
 - Slavery
 - Social Security
 - Torture
 - Trafficking in persons
 - Urbanization
 - Water and sanitation
 - Women
 - Youth
-



Vision Statement

Ensuring all students receive a superior 21st century education.

School Board approved and adopted - December 8, 2015

School Board Members

Mrs. Ida D. Wright, Chairman
Mrs. Melody Johnson, Vice Chairman
Mrs. Linda Costello
Mrs. Linda Cuthbert
Dr. John Hill

Superintendent of Schools

Mr. James T. Russell



Volunteer/Partnership Programs

EDC Atlantic

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Visit our website at: <http://MyVolusiaSchools.org>.

Select Departments>Superintendent>Volunteer and Partnership Programs>High School (YPP)

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