



## YVC Project Agreement Form

This Site Project Agreement is being entered into by the Youth Volunteer Corps (YVC) and \_\_\_\_\_ (Service Site). The purpose of this agreement is to establish the responsibilities of each party regarding the Youth Volunteer Corps project done in partnership with the agency.

### SITE RESPONSIBILITIES:

1. Carry current liability insurance.
2. Collaborate with YVC Team Leader and Program Manager to establish a schedule of activities for the project.
3. Provide all necessary supplies and equipment as arranged with YVC staff to complete project safely and successfully.
4. Help provide water and snacks as arranged with YVC staff.
5. Have staff person available to be the primary contact with the YVC Team Leader and Staff.
6. Ensure that all agency staff understands the role and responsibility of the youth volunteers and the space they will be utilizing.
7. Work with YVC Team Leader to arrange for a site visit prior to the start of the project.
8. Provide a space for youth volunteers to meet, keep their belongings, and have lunch if necessary.
9. Plan a short orientation for the youth volunteers on the day of arrival that includes:
  - Welcoming them to your organization
  - Information about your organization and agency expectations
  - Agency rules to follow/emergency information
  - Explanation, schedule, and training about the project.
10. Maintain a positive attitude as well as work friendly and safe environment for youth volunteers.

### YVC RESPONSIBILITIES:

1. Work with service site to create, organize, and prepare youth volunteer project.
2. Recruit and place youth volunteers on the project.
3. Collect Youth Volunteer application from all youth involved in the project.
4. Establish YVC ground rules and ensure that they are followed by youth volunteers.
5. Organize team building, reflection, recognition, and evaluation
6. Provide YVC Team Leader who will be on site supervising youth, handling youth conflicts, and behavior problems.
7. Monitor project progress and determine if changes need to be made to ensure youth volunteer success.

I attest that \_\_\_\_\_ (Service Site) has reviewed and is willing and able to meet all of the above site responsibilities.

Site Signature \_\_\_\_\_ Date \_\_\_\_\_

YWYC/YVC Signature \_\_\_\_\_ Date \_\_\_\_\_