



VBY YOUTH ON BOARD

Participant Agreement

This Agreement is between Volunteer Bénévoles Yukon Society (hereinafter referred to as "VBY") and _____ (hereinafter referred to as "the participant")

TERMS AND CONDITIONS

1. **Financial Assistance.** VBY will reimburse **\$11.32** per each hour worked, up to 35 hours per week to the organization that hired the participant during the length of employment.
1. **Confidentiality: Confidentiality:** VBY recognizes the Youth on Board Manager gains information about individuals and other organizations during the course of their work or activities. In most cases such information will not be explicitly stated as confidential and the Youth on Board Manager may have to exercise common sense and discretion in identifying whether the information is expected to be confidential. The Youth on Board Manager can to share information with other not-for-profit organizations in order to match participants. All personal information will be placed into personal files and stored in a locked filing cabinet at VBY's office. The Youth on Board Manager will be the only person who holds the key to this cabinet. All the obtained personal information, receipts, invoices, progress and evaluation reports will be retained for a period of 6 years.
2. **Hiring decision.** Not-for-profit organizations will make the final decision on the employee to hire and will conduct an Interview process on a one-on-one basis. The participant cannot start the placement before being accepted into the program. Hiring policies need to comply with human rights legislation (<http://laws-lois.justice.gc.ca/eng/acts/h-6/>) through anti-discriminatory practices. VBY will not tolerate any discriminatory practices and has the right to withdraw a participant's or organization's application at any time.
3. **Communication.** The participant agreed in keep communication with Youth on Board during the 20 weeks. The communication can be by e-mail, phone or face to face.
4. **Assessment.** The participant will complete and submit all the required assessments review forms on time. During the 20 weeks will be 3 assessments distributed as follow:
 - **Week 4.** First assessment
 - **Week 12.** Second assessment
 - **Week 20.** Third assessment
5. **Training and development.** The organization's management shall be responsible for the participant's training and development during the 20 continuous weeks of participation in Youth on Board. If additional training is required, a "Request for Professional Development" application shall be completed and approved by VBY's office in order to reimburse up to \$150.

6. **Recognition and reward.** Participants shall be awarded with the \$500 bonus and Certificate of Completion upon successful completion of 20 continuous weeks of work experience. Volunteer Bénévoles Yukon will handle the cheque to the participant in no more than three weeks after the completion of the placement.

7. **Transportation.** Up to \$65 transportation to support the first month of the work experience is available for the youth. Participant shall ask the organization to purchase the ticket or bus pass.

8. **Youth on Board Refer-a-Friend Policy.** Refer-a-Friend was designed to advertise Youth on Board among prospective participants. We offer a gift card of \$50.00 for the participants who referred three or more friends to Youth on Board. The steps up are:

- Referrer should be a current or past Youth on Board participant
- Referral should specify how he/she heard about Youth on Board and mention the referrer's name.
- Referred youth needs to reach the Participant stage (drop off the résumé and a cover letter, complete the Participant Intake Form, and be eligible for Youth on Board)
- Once all the conditions have been met we will grant the referrer with a gift cart of \$50.00.

9. **Expected Results.** Select the option that fit the best for you.

- Participant will be hired by the organization
- Participant will return to school
- Other:

10. **Length of the employment.** The length of participation in Youth on Board is 20 continuous weeks, and a job offer will be deemed ineligible upon completion of the 20 weeks of job experience.

Start: _____
(dd /mm/yy)

End: _____
(dd /mm/yy)

Participant Name: _____

Date _____

Volunteer Bénévoles Yukon: *Boudewij*

Date _____



Founded by the Government of Canada's Youth Skills Link program

