



Agreement

This Agreement is between Volunteer Bénévoles Yukon Society (hereinafter referred to as "VBY") and _____ (hereinafter referred to as "the not for profit organisation" or "the Organisation"), whereby, Volunteer Bénévoles Yukon Society agrees to subsidise \$11.32 per each hour that the participant worked for the not for profit organisation under Youth on Board, up to 35 hours per week for 20 continuous weeks.

TERMS AND CONDITIONS

1. **Invoice.** The Organisation will submit an invoice to VBY after the end of each pay period; for \$11.32 per each hour the employee worked, up to 35 hours per week.
2. **Additions.** Along with the invoice, the Organisation shall provide employee's approved timesheet and a pay stub. Timesheet must be approved by the manager and employee.
3. **Reimbursement.** The Organisation will be reimbursed by cheque, within 2 weeks upon submission of the invoice, timesheet and a pay stub.
4. **Waiver.** VBY shall not be liable for any damage or loss caused by an employee.
5. **Form of Notice.** All notices and other communications between the parties must be in writing.
6. **Assessment.** The Organisation's management will complete and submit all the required assessments and employee's performance review forms on time and will allow the Youth Engagement Leader on the premises upon request.
7. **Termination of Employee.** The Organisation must notify VBY immediately if a notice of termination was given to an employee

8. **Work Performance.** The Organisation must notify VBY immediately if encounters any employment related issues.
9. **Breach of Contract.** VBY reserves the right to terminate this Agreement without notice and shall not be obligated by any terms of this agreement if an organization breaches any terms of this agreement.

For The Organisation: _____

Date _____

For VBY: _____

Date _____

