



# Youth Partnership Program (YPP) Student Handbook

Complete Guide  
for the High School Student Volunteer

Revised August 2020

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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!



### 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 the YPP Coordinator.**

### 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 outlines the essential guidelines of the Youth Partnership Program, student responsibilities and details on volunteering in schools. The second half provides important deadlines, service opportunities and the necessary YPP forms that must be completed to receive credit for volunteer hours served.

# YPP STUDENT/PARENT GUIDELINES

## Purpose of YPP

- To encourage high 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 volunteer and count community service hours after completion of the school-based training offered by the high school (or middle school in 8<sup>th</sup> grade); training is required prior to beginning any volunteer/community service
- Students must complete volunteer hours as a high school student and by high school graduation; volunteer hours earned as a middle school student will not be counted
- Students cannot be paid for services rendered
- Students cannot receive academic credit for volunteer work
- Students may use this program to meet the requirements of the Cambridge AICE Program, Florida Bright Futures Scholarship Program and the International Baccalaureate Program

## Hours That Can Be Counted

- Volunteer/community service for public or non-profit agency or organization
- Business or government internship
- Activity on behalf of a candidate for public office
- Performances, rehearsals, practices, club activities, competitions (performing arts, special programs, athletics, etc.) *Note: Must not be related to course requirements; meaning the hours don't count if credit is earned.*

## Hours That Cannot Be Counted

- NCR Study Hall, Student Aide, babysitting a sibling
- Anything that is part of a requirement for course credit work
- Anything that involves being paid

## When Can You Volunteer

- Before school, during school, after school
- During vacations, weekends and school holidays
- Anytime - IF it is not related to course requirements and you are not earning credit

## Requirements for Specific Programs

### Florida Bright Futures Scholarship

Academic Scholars .....	100 hours
Medallion Scholars .....	75 hours
Gold Seal Vocational Scholars .....	30 hours
Gold Seal CAPE Scholars .....	30 hours

### Cambridge Advanced International

Certificate of Education (AICE) Diploma .....	100 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.

# YPP STUDENT RESPONSIBILITIES

## 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 beginning any volunteer/community service. Your middle school may also provide the necessary training and materials so that you can begin community service during the summer prior to 9<sup>th</sup> grade.



## Selecting a Volunteer Site

You and your parent/guardian are solely responsible for selecting the site where you volunteer. Be sure to select volunteer work with a public or non-profit agency, as an intern for a business or governmental agency, or participating in an activity on behalf of a candidate for public office. See “Service Opportunities” at the end of this handbook for suggestions.

Consider whether the volunteer site offers the following when making this selection:

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

## 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. 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.

## YPP Sign-in Sheet

The *YPP Sign-In Sheet* is used to record all your volunteer activities. Total the hours and ask your supervisor to verify and provide a signature confirming your attendance. The form also requires your signature and the signature of your parent/guardian. Return the *Sign-in Sheet* to your YPP Coordinator quarterly or by the end of each semester.

## Student YPP Volunteer Checklist

- Attend the training session at your school where you will receive YPP information
- Read the student/parent guidelines in this handbook
- Contact the agency, organization or business selected
- Complete the *YPP Agreement* form
  - Make sure to get signatures from parent/guardian and the site contact
  - Clarify dates, times and responsibilities assigned; ask if training is provided
- Provide own transportation to and from the volunteer site
- Perform volunteer service on own time, without payment or academic credit
- Document hours on *YPP Sign-In Sheet*
- Submit completed *YPP Agreement* and *Sign-In Sheet(s)* to YPP coordinator by the specified deadlines



# STUDENT'S RESPONSIBILITIES TO VOLUNTEER SITE



## **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.

## **Behavior**

Maintain appropriate behavior while volunteering. Observe similar standards of behavior and ethical conduct to that is required of staff. For example, you are expected to act within the law, be honest and fair, respect other people, and work to the best standard of your ability.

## **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.

## **Sign In**

Sign in at your volunteer site every time you arrive. Be sure to document your hours on the *YPP Sign-In Sheet* and have it signed by your parent/guardian and the volunteer site contact. This is the official record of your volunteer hours in order to receive credit for special programs, scholarships and recognition.

## **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**

Ask questions and 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.

## **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.

# VOLUNTEERING AT A SCHOOL

## 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
- 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
- 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.

## Student YPP School Volunteer Checklist

- Attend the training session at your school where you will receive YPP information
- Read the student/parent guidelines in this handbook
- Meet with your supervising teacher
  - Clarify job description, and days and times to volunteer
  - Establish procedures to keep in touch (for example, regular meetings, telephone conversations, notes or informal meetings)
- Other things to discuss with supervising teacher:
  - Alternate plans for days when teacher is absent; how to notify the teacher if you must be absent
  - Daily communication vehicle for volunteer assignments (folder, log or other means)
  - What name the teacher prefers the students to use in addressing you
  - 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)
  - Orientation to the school: where you should park; which bathroom to use; the location of drink/snack machines
- Complete the *YPP Agreement* form
  - Make sure to get signatures from parent/guardian and the supervising teacher
- Perform volunteer service on own time, without payment or academic credit
- Document hours on *YPP Sign-In Sheet*
- Submit completed *YPP Agreement* and *Sign-In Sheet(s)* to YPP coordinator by the specified deadlines

## 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.

## IMPORTANT DEADLINES

- Turn in Sign-In Sheets by end of semester or quarterly
- Grades 9 - 11 must submit hours by the last day of school
- Seniors
  - Report senior hours no later than the last day of your senior school year
  - Submit completed Volunteer Experience Form by end of May



<p>My YPP Coordinator is: _____</p> <p>I attended training on (insert date): _____</p> <p>Possible places I would like to volunteer: _____</p> <p>_____</p> <p>Notes: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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## 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.

## **SERVICE OPPORTUNITIES (CONT'D)**

### **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.

### **Civic Issues**

Here are some examples of civic issues to consider: 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, and youth.

### **Internships**

The law was recently expanded to include internships with businesses and governmental agencies as allowable volunteer hours. The only restriction is that you cannot be paid for these internships.

### **Political Campaigns**

The law was expanded to include activity on behalf of a candidate for public office as allowable volunteer hours.

### **Programs Approved by the Florida Education Commissioner**

The hours that a high school student devotes to the Florida Debate Initiative (also known as the Central Florida Debate Initiative), the YMCA Youth and Government program, the American Legion Boys State program, the American Legion Girls State program, or other similar programs approved by the commissioner will count toward the service work requirement for the Florida Bright Futures.

### **Senior Centers/Health Fairs/Hospitals**

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 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 local environmental, historical, medical or political organizations.

# United Way - Volunteer Center



## Get Involved

### VOLUNTEER

Volunteers are one of our community's most valuable resources. We have a variety of ways that you can volunteer with United Way and more than 100 local nonprofits in our community!

### WHY SIGN-UP?

- You have access to over 100 Agencies' Volunteer Opportunities
- Opportunities are right here in your community
- You can keep track of your Volunteer Hours in one place
- You can print all of your hours for school credit



## REGISTER & CREATE YOUR ON-LINE PROFILE

- Go to <http://wwwfc.galaxydigital.com/>
- Click **Sign-up** at the top of the page
- Fill in all the information
- Click **Create An Account** at the bottom
- Choose **Causes** that interests you
- Click **Continue to Step 3**
- Select your **Interests, talents, and skills**
- Click **Continue to Step 4**
- Select the **Agencies** that interest you
- Click **Finish Sign-Up**

# 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. 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 form is titled "Youth Partnership Program Agreement" and is divided into several sections:
 

- STUDENT INFORMATION:** Fields for Name, Address, Phone, and Parent/Guardian Name.
- ORGANIZATION INFORMATION:** Fields for Name of Organization/School, Project, Contact Person, Phone, Email, and Website.
- PARENT OR GUARDIAN INFORMATION:** A section for the parent/guardian to read and sign, including a date field.

## YPP Sign-In Sheet

The *Youth Partnership Program Sign-In Sheet* provides a record of your volunteer time. Make sure the form is signed by you, your parent/guardian and the volunteer site contact. 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.

The form is titled "Youth Partnership Program Sign-In Sheet" and includes a table for recording volunteer hours.
 

Date	Activity	Arrival	Departure	Hours

## 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, or a professional area of interest for your volunteer service, develop a plan for your personal involvement in addressing the issue or learning about the area, state your involvement, and then evaluate and reflect on your volunteer service 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 form is titled "Youth Partnership Program Volunteer Experience Form" and includes a section for identifying a problem or need for your community service.
 

1. Identify the problem or need for your community service:



Volusia County Schools  
**Youth Partnership Program Agreement**  
 Volunteer/Partnership Programs



PLEASE PRINT LEGIBLY

Submit this completed form to your school prior to volunteering along with the Sign-In Sheet.

**STUDENT INFORMATION:** (To Be Completed by Student)

NAME: \_\_\_\_\_ STUDENT ID: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City Zip

SCHOOL: \_\_\_\_\_ HOME/CELL PHONE: (\_\_\_\_\_) \_\_\_\_\_

PARENT/GUARDIAN'S NAME: \_\_\_\_\_ PARENTS' DAYTIME PHONE: (\_\_\_\_\_) \_\_\_\_\_

CIRCLE ONE: FRESHMAN SOPHOMORE JUNIOR SENIOR GRADUATION YEAR: \_\_\_\_\_

PREVIOUS VOLUNTEER EXPERIENCE: \_\_\_\_\_

YES  NO I have attended volunteer training by my Youth Partnership Program (YPP) Coordinator.

I agree to fulfill the duties and time commitments as listed in the organization's volunteer job description, including training sessions and to provide adequate notice if I am unable to meet my commitments. I also agree to adhere to the rules of the organization for which I will be volunteering and to abide by the procedures, including any record keeping required to maintain the confidentiality of organization and client information.

➔ **STUDENT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ORGANIZATION INFORMATION:** (To Be Completed by Organization's Supervisor of Student Volunteer)

NAME OF ORGANIZATION/AGENCY/SCHOOL PROJECT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
Street City Zip

CONTACT PERSON: \_\_\_\_\_ TITLE/POSITION: \_\_\_\_\_  
(Contact person must verify the volunteer's hours and the quality of the volunteer's work.)

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

OPERATING HOURS: \_\_\_\_\_ WEBSITE: \_\_\_\_\_

COMMUNITY SERVICE SITE: \_\_\_\_\_

VOLUNTEER JOB DESCRIPTION: \_\_\_\_\_

➔ **CONTACT PERSON'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PARENT OR GUARDIAN INFORMATION:** (To Be Completed by Parent or Guardian)

I have read and fully understand the volunteer job description above and know the expectations for my son/daughter and hereby request and approve that \_\_\_\_\_ participate in the Youth Partnership Program. I understand and hereby give my approval for my son/daughter to participate in volunteer activities of the Youth Partnership Programs that take place on or off school property, during or after school hours. When volunteering through the Youth Partnership Program, I understand that I am totally responsible for my son/daughter's participation and transportation. I, for the above named student and/or undersigned, hereby release from all liability and agree not to sue the School Board of Volusia County, its employees, or agents for any and all loss or damage, and any actions, claims, demands, costs, or expenses therefore, which the above named student or I may have arising out of or which are in any way connected with my son/daughter's participation in the Youth Partnership Program, including transportation to and from the activity.

➔ **SIGNATURE OF PARENT/GUARDIAN:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

➔ **SCHOOL BASED YPP COORDINATOR:** \_\_\_\_\_ **RECEIVED DATE:** \_\_\_\_\_





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Visit our website at: <http://https://www.vcsedu.org/>  
Select District>Departments>Volunteer and Partnership Programs>High School (YPP)

**AUGUST 2020**

