



Leaders in Training (LIT) and Quest Volunteers Information and Request Form

Thank you for considering including the Leaders in Training (LIT) and Quest team in your program or event. This information package will assist you in completing the volunteer request form.

The purpose of the Leaders in Training and Quest program is to provide leadership training and volunteer experience to teens in Nanaimo, specifically in relation to working with children. While community volunteer work is an important component of LIT and Quest, at its core the program is meant to be a leadership development opportunity. As such, volunteer requests that provide the chance to work with children in a leadership capacity will be given priority.

Please read the information in this request package carefully, then fully complete the attached Volunteer Request Form. When complete, please return the form to the Program Leader - Leaders in Training & Quest via email (youth@nanaimo.ca); fax (250-756-5240) or in person at Beban Park.

Step 1: Basic Requirements/Information:

1. LIT and Quests require on-site supervision at all times during their volunteer shift(s). _____
Initial
2. On-site supervisors must have successfully completed a Criminal Record Check. It is the responsibility of the organization requesting the LIT and Quest volunteers to ensure this has been completed. _____
Initial
3. LIT and Quests are not able to wear volunteer shirts specific to the program/ event they are volunteering at. They are to wear their City of Nanaimo provided LIT/Quest shirts at all times. _____
Initial
4. LIT and Quests are not able to sign waivers to volunteer for your program/event. _____
Initial
5. LIT and Quests are not to be counted as part of your supervision ratio. They should be considered "in addition to" the staffing levels you require. _____
Initial
6. LIT and Quests may volunteer for a maximum of 8 hours per day between the hours of 7am and 10pm. _____
Initial
7. LIT and Quests are not to be responsible for handling cash. _____
Initial
8. LIT and Quests are not to administer first aid. _____
Initial
9. Please give the LIT/Quest Leader 24hr notice of program cancellation. In the event of a cancellation it is your responsibility to contact volunteers. _____
Initial
10. Parks, Recreation **does not** guarantee volunteers for any placement. _____
Initial

Step 2: Placement Information *(Please submit a separate form for each program/event)*

Name of Program/Event: _____

Location: _____
PLEASE be specific. Include address and where to meet, if applicable)

Date(s): _____

Volunteer start time: _____

Volunteer finish time: _____

Number of volunteers requested: _____ What is your maximum # volunteers? _____

Placement description *(please describe the program/event and what tasks the LIT's or Quests will be performing)*: _____

Possible job duties/activities *(check all that apply)*:

- | | | |
|---|---|---|
| <input type="checkbox"/> Face painting | <input type="checkbox"/> Decorating | <input type="checkbox"/> Belaying (rock climbing) |
| <input type="checkbox"/> Balloon animals | <input type="checkbox"/> Sports (general) | <input type="checkbox"/> Working with seniors |
| <input type="checkbox"/> Arts and crafts | <input type="checkbox"/> Skating | <input type="checkbox"/> Working with people with special needs |
| <input type="checkbox"/> Games and activities | <input type="checkbox"/> Swimming | |
| <input type="checkbox"/> Child minding | <input type="checkbox"/> Assisting the public | <input type="checkbox"/> Other (describe below) |

Is an orientation session planned for this event? Yes No

If yes, please provide the date, time and place:

Date: _____

Time: _____

Place: _____

Is an information package available for volunteers? Yes No

Does your event include an area licensed to serve alcohol? Yes No

If yes, additional information will be required. Please call the Program Leader at 250-756-5232.

Step 3: Contact Information

Contact Person & Organization Name: _____

Phone: _____

Email: _____

Fax: _____

On-Site Supervisor(s): _____

Phone: _____

Email: _____

Fax: _____

PLEASE READ CAREFULLY:

The Leaders in Training (LIT) and Quest volunteers are a unique group of youth that are striving to develop leadership skills and benefit their community. All volunteers are between the ages of 13 and 18 years of age. The youth are trained in basic child management, face painting, making balloon animals, leading crafts and games, confidentiality and safety.

All volunteers choose their own placements. ***Submission of this form does not guarantee volunteers will be available for your event.*** If volunteers have chosen your program/event, a contact list will be sent to you. It is your responsibility to call and confirm with the volunteers. Names and phone numbers are provided ONLY for the event listed on the contact sheet, and are not to be used to solicit volunteers for other events/opportunities. Please contact the Program Leader if you would like to edit your request for volunteers.

I have read the above and I understand.

(Name - Please Print)

(Signature)

(Date)

Questions, comments or concerns can be directed to the Program Leader - Leaders in Training & Quest at 250-756-5232 or youth@nanaimo.ca.