



Credit Valley Conservation's CONSERVATION YOUTH CORPS PROGRAM APPLICATION PACKAGE

Please read the entire application package, including Terms and Conditions and Volunteer Release Waivers

Who Is Credit Valley Conservation?

Credit Valley Conservation (CVC) is one of 36 conservation authorities in Ontario dedicated to conserving, restoring, and managing our local environment. Conservation authorities were formed by Act of the government of Ontario in 1946 and as a result CVC has been working locally for over 50 years on environmental issues in the watershed. We are a community-based environmental organization working in partnership with our municipalities. This partnership provides the opportunity for citizens (just like you) to become involved in activities that promote better environmental health in the places where we live, work, play and go to school. Over time our volunteers have planted many thousands of trees along the Credit River watershed and much, much more. This volunteer program provides youth with chances to do the same and many other fun and interesting things that all benefit our local environment.

What Is The Conservation Youth Corps Program?

Conservation Youth Corps (CYC) is a program of CVC that enriches the lives of youth through volunteerism, fun and learning about conservation and the environment. This is a week-long program that lasts for all 9 weeks of summer. Volunteers participate with CVC staff in a variety of important stewardship activities. Examples include planting trees, aquatic and terrestrial monitoring programs, the construction of fish and wildlife habitat, maintaining our vast trail network and managing invasive species throughout the watershed.

Volunteers can receive up to 35 community involvement hours. While doing so volunteers have the opportunity to learn about the environment, explore different areas of their watershed, and meet new people. The time spent and skills learned while volunteering can provide many additional benefits for any teen who, for example may be looking for skills and experience to put on a job or a university application. CVC is committed to providing high quality, fun and interesting programming for our participants. Our goal is for this experience to be both environmentally and socially relevant for everyone.

Program Eligibility:

In order to be eligible to participate applicants must be at least 14 years of age, have completed grade 9 and planning to return to high school in the following September.

Application Process:

If you are submitting a paper, hard copy form you must send the last 5 (five) pages (pages 3, 4, 5, 6, and 7) of this application to Credit Valley Conservation to be considered for participation. Please send it by mail, fax, courier or personal delivery to the address given on the last page of this document. You may also apply directly online at www.creditvalleyca.ca/cyc. If you are applying online, a hard copy of pages 3, 4, and 5 of this package will pop-up after clicking "Send", they must be completed with the signature of a parent or guardian and must

be sent and received at CVC within one week of online submission in order to complete the application process. Incomplete information, missing signatures, or amendments to any part of this form will result in your application not being considered. REFER TO THE APPLICATION CHECK LIST ON THE LAST PAGE BEFORE SENDING.

Notice of Program Acceptance:

Apply early! Applications are considered on a first come, first served basis and also on our ability to form work-crews at various locations throughout the watershed. We will update availability of weeks throughout the spring. Please check our website and Facebook page. Applicants will be notified by email of their placement.

Please ensure that you can receive emails from cyc@creditvalleyca.ca. You will be asked to reply to this email to confirm your attendance. Applicants not assigned to a crew will be added to the waitlist.

Pick Up & Drop Off Times & Locations:

Students' pick up and drop off times may vary however a CYC volunteer can expect to meet at approximately 9am each morning and dropped off at approximately 4pm each afternoon at a the designated spot. We will provide as much notice as possible of any changes in that schedule. Traditionally, local high schools are used as meeting spots. When filling out your application please indicate to us all high schools that are easily accessible to you. The more we know the more likely it is we can accommodate you.

Accessibility:

CVC is committed to being accessible to all eligible (by age) youth in the watershed. Participants who require additional assistance or have special needs are asked (or their parents are asked) to indicate those needs to us in this form. If this pertains to you or your child we also ask to be contacted immediately following your application in order to discuss the nature and extent of accommodations necessary to ensure a positive experience with CYC for your child. For reasons relating to the health and safety of staff and participants, participation in certain activities may be restricted or acceptance into the program denied if suitable accommodations for special needs cannot be safely made.

Privacy and Use of Information Policy:

Credit Valley Conservation (CVC) respects the rights of individuals to the privacy of their personal information and is subject to the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The information collected herein will not used for commercial purposes of any kind. Personal information will be used for internal administrative purposes, in the event of emergency, to contact participants as part of a post-program evaluation and/or may also be used to inform participants as to the availability of new programs or events. All information is kept confidential and will only be used or disclosed in accordance with MFIPPA rules and regulations.

TERMS AND CONDITONS

Parents, Guardians and Participants over age 18, please carefully read the TERMS AND CONDITIONS below and provide your signature demonstrating that you have read and understood them. **IF YOU HAVE ANY QUESTIONS REGARDING THE FOLLOWING MATERIAL CALL THE PHONE NUMBER GIVEN AT THE END OF THIS APPLICATION FORM.**

1. The CYC Summer Program is a week long volunteer program of Credit Valley Conservation for high school aged youth living or going to school in the Credit River watershed area.
2. CYC agrees to provide evidence of a student's volunteer participation for their community involvement hours requirement for high school graduation or for any other request for verification of volunteer hours upon the completion of their time with us (i.e.: we sign your form at the end of the week).
3. Credit Valley Conservation will not pay a salary or hourly wage to CYC participants.
4. CYC week long programs offer up to 35 hours volunteer time to high school students. Credit for additional hours can be obtained from CVC by participating in other CVC run volunteer events.
5. CYC will provide transportation to and from the assigned meeting place and all CYC work or activity sites only.
6. Transportation to and from the designated meeting place each morning will be the participants' responsibility.
7. Volunteer contributions accumulate each day once a participant is picked up by the CYC Crew Leader in the morning at the assigned meeting place and stop once returned to the meeting place at the end of the day.
8. Only actual volunteered time will be reflected in our records and on any document CVC provides as evidence of volunteered time. For civic holidays, cancellation of a day's activities, or for any reason a participant has missed a day, volunteer hours will not be calculated.
9. Each day volunteers will be given a break for lunch and routine breaks in both the morning and afternoon.
10. Participants will be supervised by CYC Crew Leaders and CVC staff.
11. Participants shall return any equipment or supplies provided to them unless otherwise stated.
12. Participants for the week are expected to be present on the first day of each new week for health and safety orientation, code of conduct information and other relevant training or preparation.
13. Continued participation in CYC is dependant upon adherence to all rules, safety guidelines and any instructions as given by CVC staff including CYC's Code of Conduct as found on our website www.creditvalleyca.ca/cyc.
14. In the event that a health and safety policy or safety standard is being or is about to be violated, or if a person is in any jeopardy, immediate action will be taken by **the site supervisor in charge** to restore and/or maintain safety at all times. This may result in some of the following actions but not limited to: the cancellation of or alteration to a CYC activity, the removal of any number of individuals from the activity or the program, or refusal to permit an individual(s) from participating in an activity on the grounds that it may constitute a safety policy violation or failure to meet a safety standard.
15. Participants must report all injuries, no matter how slight, to their supervisor.
16. CVC reserves the right to terminate this program or the placement status of any participant at any time for failure to comply with these terms and conditions.

Name of Participant: _____ **Participant's Signature:** _____

Name of Parent: _____ **Name of Witness:** _____

Parent's Signature: _____ **Witness' Signature:** _____

Date: _____

INFORMED CONSENT, MEDICAL, PHOTOGRAPHIC RELEASE & GENERAL PERMISSION,

Parents, Guardians, and participants over age 18 please carefully read the paragraphs below and provide your signatures in the spaces provided demonstrating that you have read and understood them. **IF YOU HAVE ANY QUESTIONS REGARDING THE FOLLOWING MATERIAL CALL THE PHONE NUMBER GIVEN AT THE END OF THIS APPLICATION FORM.**

INFORMED CONSENT & ELEMENTS OF RISK

Certain RISKS OF INJURY, DANGERS and HAZARDS are inherent to participation in this Activity. The dangers and hazards include but are not limited to: falling on or over steep, uneven, slippery or jagged ground, walking where branches, rocks, roots, fences or other obstacles or hazards may cause a person to trip or fall, walking through or beside streams, creeks, rivers, ponds and lakes, injury from tools like shovels, hammers or other hand tools, sudden extreme weather conditions, encounters with wildlife, interaction with vehicle traffic and miscellaneous health problems related to over-exposure to the sun, insect bites, fatigue and exertion.

These dangers and hazards can be beyond the control of CVC and may result from the Participant’s actions or inactions, or the actions or inactions of others including CVC, or a combination of all the aforementioned. The chance of an injury occurring can be reduced by carefully following instructions at all times while engaged in the Activity.

If you choose to participate in the Activity, as previously described, you must understand that you bear the responsibility for any injury that may occur.

ACKNOWLEDGMENT OF RISK

I/We have read the above. I/We understand that in participating in the previously described Activity, I/we are assuming the risks associated with doing so.

Name of Participant: _____ **Participant’s Signature:** _____

Name of Parent: _____ **Name of Witness:** _____

Parent’s Signature: _____ **Witness’ Signature:** _____

Date: _____

MEDICAL TREATMENT

I/ We consent for the Participant, in the event of injury or illness while under the supervision of the Credit Valley Conservation (CVC), to receive first aid and/or any further medical attention that potentially may be required to the extent determined by, and at the discretion of CVC staff, emergency medical services, and licensed medical professionals.

Name of Participant: _____ **Participant’s Signature:** _____

Name of Parent: _____ **Name of Witness:** _____

Parent’s Signature: _____ **Witness’ Signature:** _____

Date: _____

PHOTOGRAPHIC RELEASE

[To be read and signed by all Participants and by Parents of Participants under the age of 18 years]

I/We agree to grant permission for images of the Participant captured during the activity through use of video, photo and digital camera, to be used by CVC for promotional purposes including internet, social marketing media, printed materials and appearance in local news media and do hereby waive any rights of compensation or ownership.

Name of Participant: _____ **Participant's Signature:** _____

Name of Parent: _____ **Name of Witness:** _____

Parent's Signature: _____ **Witness' Signature:** _____

Date: _____

GENERAL PERMISSION

I give _____ permission to participate in the Activity as previously described.
(print name of Participant)

Name of Participant: _____ **Participant's Signature:** _____

Name of Parent: _____ **Name of Witness:** _____

Parent's Signature: _____ **Witness' Signature:** _____

Date: _____

Personal Information Form

Part One: Applicant Information – Please provide as much information as possible.			
First Name:		Last Name:	
Address: (include Unit or Apt #)		City:	Province: Postal Code:
Home Phone Number: ()		Cell Phone Number: ()	
Email:		Date of Birth (DD/MM/YYYY):	
High School Attending:		Grade Level Completed as of July 1, 2011 (9, 10, 11, 12):	
Part Two: Emergency Contact Information – Please provide as much information as possible.			
First Name:		Last Name:	Relationship to Applicant:
Address (If different from above):		City:	Province: Postal Code:
Daytime Phone Number: ()		Cell Phone Number: ()	Email:
Applicant's Health Card Number:			
<p>Relevant Medical Information (allergies, illnesses or conditions <i>i.e.</i>: <i>diabetes, anxiety, etc</i>): <i>Please note: An applicant's medical history will NOT influence placement process. Rather this information will ensure that our staff are adequately prepared to provide a safe and healthy environment for all participants.</i></p>			
Part Three: Accessibility Information			
<p>If the applicant has any limitations in terms physical mobility, communication ability, level of ability to understand instructions or ability to act independently and remain safe at any time please state them below, please use a separate sheet of paper if necessary. We may be following up with a phone call for more complete information: <i>Please note: information provided here will ensure that our staff are adequately prepared to provide a safe and healthy environment for all participants. Please refer to the Terns and Conditions portion of this document or call for more information.</i></p>			

FOR OFFICE USE ONLY
Last Name
First Name
Date Received:
Application Complete <input type="checkbox"/>

Part Four: Program Logistics/Participation	
Desired Pick-up & Drop-off Location (Please include as many High Schools that you feel are a convenient pick-up/drop-off locations for you, remember to consider travel times and schedules)	
1. _____	2. _____
3. _____	4. _____
5. _____	6. _____
Have you applied for the CYC program in the past? Yes/No (Please circle one)	Have you participated in the CYC program in the past? Yes/No (Please circle one)
Date Availability: <u>(Please circle all weeks in which you are available to participate)</u>	
July 4 – July 8	August 2 – August 5 (4-day program due to Civic Holiday)
July 11 – July 15	August 8 – August 12
July 18 – July 22	August 15 – August 19
July 25 – July 29	August 22 – August 26
	August 29– September 2

Application Check List:

On-line Applications:

- Is all required information entered?
- A parent or guardian has read and understood the Terms and Conditions and Volunteer Release Statements
- A copy of pages 3, 4, and 5 has been printed and signed by a parent or guardian
- Pages 3, 4, and 5 of this application has been / is being mailed or faxed to CVC within one week of completing the on-line application. (Pages 3, 4, and 5 must be submitted in order for application to be deemed complete. Remember that incomplete applications will not be considered for placement).
- You are able to receive emails from cyc@creditvalleyca.ca in order to receive confirmation of acceptance to program. You will have to respond to this email to confirm attendance. Ensure emails from us will not go into your junk folder.

Paper / Hard Copy Applications:

- Are all the questions answered and required personal information provided?
- A parent or guardian has read, understood and signed the Terms and Conditions and Volunteer Release Statements on pages 3, 4, and 5
- Pages 3, 4, 5, 6, and 7 have been mailed or faxed to CVC. (Applications must be filled out completely. Remember incomplete applications will not be considered for placement).
- You are able to receive emails from cyc@creditvalleyca.ca in order to receive confirmation of acceptance to program. You will have to respond to this email to confirm attendance. Ensure emails from us will not go into your junk folder.

Contact Information:
 ATTN: *Conservation Youth Corps*, Credit Valley Conservation
 1255 Old Derry Road, Mississauga, ON, L5N 6R4 Fax: **905-816-0276** Phone: 905-670-1615
 For more information or to apply on-line visit www.creditvalleyca.ca/cyc