

2018 AFFILIATE APPLICATION PACKET

FOR ORGANIZATIONS



PLEASE COMPLETE AND RETURN TO:

info@yvc.org
Attn: Affiliate Services Team
Subject: YVC Affiliate Application

OR

Youth Volunteer Corps Headquarters
1025 Jefferson Street
Kansas City, MO 64105
Fax: 816-472-9825



Dear Potential Partners,

Youth Volunteer Corps (YVC) is the largest network of youth service programs in the United States and Canada. Since 1987, more than 300,000 young people ages 11-18 have served over 5 million hours in YVC programs.

At the heart of every YVC affiliate is the belief that young people can make a difference in their communities and that they should be asked to do so. The benefits of that service, especially if done in a quality program, can last a lifetime. We believe that quality comes by having diverse youth serve in teams under the guidance of a trained team leader on projects designed in collaboration with local, reputable nonprofit organizations.

YVC Headquarters is here to help you achieve your dream of bringing a tested youth service program to your community. We have learned a lot about youth and volunteering in our 30+ years. We will share that knowledge with you while realizing the best ideas for improving our program always come from the field.

Information about becoming a Youth Volunteer Corps affiliate follows. Please let us know what questions and thoughts you have. Thank you for considering joining our Youth Volunteer Corps family.

In service,

A handwritten signature in black ink, appearing to read "David Battey".

David Battey
President and Founder



TABLE OF CONTENTS

OVERVIEW.....	1
PROGRAM STANDARDS + HOST REQUIREMENTS.....	2
APPLICATION.....	3
BUDGET	6
REFERENCES	7
NEXT STEPS.....	8
FAQ.....	9



OVERVIEW

The YVC Network

Youth Volunteer Corps (YVC) began in 1987 as a summer service program for Kansas City youth. Today, the YVC network consists of various nonprofits, municipal departments and individuals – “affiliates” – who have all committed to creating consistent, high quality, team-based volunteer opportunities for diverse youth age 11-18 to address pressing community needs and become inspired.

Current affiliates include United Ways, YMCAs, Boys & Girls Clubs, volunteer centers, independent youth-serving organizations, parks and recreation departments, and even individuals. (Find our current locations at www.yvc.org/volunteer/find-a-yvc.) Each YVC looks a little different depending on the host organization and the local community, but they all implement the same program model and receive ongoing support and resources from YVC Headquarters.

What sets YVC apart is the intentional quality built into each project. Any youth can call an agency and volunteer, but YVC’s team-based, supervised, flexible service-learning opportunities offer a truly transformational experience. If you are interested in changing youth’s lives, serving unmet community needs and celebrating diversity, join the movement by submitting the [application](#) on page three.

A Very Brief History

While researching his senior thesis Williams College in 1985, a man named David Battey visited existing service organizations and interviewed leaders in the newly forming youth service field. He found that while volunteer opportunities were randomly available through schools and religious groups, there were no consistent, challenging, community-based opportunities for youth of diverse backgrounds.

Developing a framework for such a program, Battey returned to his hometown of Kansas City and established the Youth Volunteer Corps. Seventy-six YVC youth volunteers served in the summer of 1987, and over 30 years later, YVC has grown into an international network of programs across the U.S. and Canada that has engaged more than 300,000 youth in over 5 million hours of service.

Our Mission

We create volunteer opportunities to address community needs and to inspire youth for a lifetime commitment to service.

Our Four Fundamental Goals

1. To engage teams of youth in volunteer service projects that are challenging, rewarding and educational;
2. To serve the needs of the community;
3. To promote among youth a greater understanding and appreciation for diversity in their community; and
4. To inspire youth to a lifetime ethic of service.



PROGRAM STANDARDS & HOST REQUIREMENTS

Program Standards

These eight program standards reflect the attributes we have identified over the years as being essential to a strong YVC program. Each local affiliate looks a little different as they reflect the communities they serve, but all adhere to these standards. YVC Headquarters provides comprehensive recommendations and best practices for implementing each of these to local YVC leadership.

1. Conduct frequent, supervised, team-based service projects that address a variety of important community needs.
2. Recruit youth ages 11-18 who represent the diversity of the program's community.
3. Assign a program director responsible for managing the program.
4. Establish an integrated education and reflection process for participants.
5. Provide leadership opportunities for youth volunteers.
6. Use the trademark Youth Volunteer Corps name and logo prominently in close coordination with the name and logo of the YVC host.
7. Provide no financial inducement for youth volunteer participation.
8. Participate in the YVC program [evaluation process](#).

Host Requirements

In addition to the official eight YVC program standards listed above, YVC hosts are expected to comply with the following expectations, most of which are outlined in the YVC affiliate agreement.

1. Ensure strong mission and/or strategic alignment with YVC's mission and goals.
2. Designate a permanent staff member to serve as YVC Headquarters' ongoing contact who is responsible for the continuity and ongoing development of the program. This individual may be the executive director, assigned YVC program director or another staff member.
3. Participate in an introductory training designed by YVC Headquarters.
4. Train future YVC staff and team leaders. Affiliates may opt to send YVC personnel to future YVCHQ trainings at the affiliate's expense.
5. Pay affiliation dues and any required fees (i.e. one-time start-up fee and Summit registration fee if applicable) within 30 days of invoice.
6. Encourage participation in and plan for budgetary requirements of YVC activities such as the annual Summit, workshops, regional trainings, etc.
7. Inform YVC Headquarters of any research conducted by the affiliate regarding its YVC program.
8. Notify YVC Headquarters promptly of any decision to terminate or significantly change the nature of its YVC operations, including vacancy of the program director position.
9. Carefully screen any individual 18 years of age or older who will be working alone with youth and adopt/implement a youth protection policy.
10. Plan at least one service project for YVC Day (first Saturday in March each year) and make every effort to participate in other national service events such as MLK Day, National Volunteer Week, Global Youth Service Day, Earth Day, 9/11 Day of Remembrance, National Disaster Preparedness Month, Make a Difference Day, Veterans Day, and Family Volunteer Day.



APPLICATION

Youth Volunteer Corps affiliates are members of an international family of programs that share the goal of engaging 11-18 year olds in high-quality service. This application is a first step that allows us to evaluate organizations and nonprofits considering launching YVC.

Date:	
Organization name:	
Address:	
Phone:	Email:
Website:	EIN #:
Executive Director/CEO/President Name:	
Board chair name:	
Primary contact for YVC program:	
Title:	Hire date:
Phone:	Email:
When was your organization founded?	
What is your organization's mission?	
What are your organization's goals?	
How did you become aware of the opportunity to affiliate? Have you had communication or experience with current YVC affiliates?	
Geographic area to be served by your YVC program (city, part of a city, county, region):	

Do you plan to host YVC service projects year-round, only summer, or only school year? (Please see [FAQ](#) for notification of resources unavailable to part-time affiliates.)

Why do you want to become an affiliate of the YVC network?

Please describe one of your organization's most effective programs and what makes it work.

If you are currently running a volunteer program for youth ages 11-18, explain the program and how you would transition the program into Youth Volunteer Corps.

Is there a program like YVC in your area? If so, how will you collaborate?

Please list three current partners with whom you collaborate on an ongoing basis. If you are just starting out, list three organizations you would like to partner with and why.

Partner #1:

Partner #2:

Partner #3:

How will your YVC program be staffed? Please use the table below:

Name, Position Title	# of Hours to YVC weekly/monthly (please indicate)

Has your YVC program director been identified? If not, what is your timeline for staffing your YVC?

When is your projected launch date (day of first YVC project)?

Will you incorporate all eight YVC program standards (below) within six months after your initial training? If not, please X the corresponding standard below and explain any foreseeable challenges.

- | | |
|--|--|
| | 1. Conduct frequent, supervised, team-based service projects that address a variety of important community needs. |
| | 2. Recruit youth ages 11-18 who represent the diversity of the program’s community. |
| | 3. Assign a program director responsible for managing the program. |
| | 4. Establish an integrated education and reflection process for participants. |
| | 5. Provide leadership opportunities for youth volunteers. |
| | 6. Use the trademark Youth Volunteer Corps name and logo prominently in close coordination with the name and logo of the YVC host. |
| | 7. Provide no financial inducement for youth volunteer participation. |
| | 8. Participate in the program evaluation process. |

Do you foresee issues with paying the annual affiliation dues? (see the [dues chart](#) in FAQs for details)

Describe any pending litigation or arbitration your organization is undergoing.

Additional comments:



BUDGET

<i>Potential YVC Budget</i>	
STAFF	
Program director ¹ , including taxes and benefits	
Team leaders ¹ including taxes and benefits	
Program director/team leader training and professional development (YVC Summit, local opportunities)	
PROGRAM EXPENSES	
Recognition/training (summer celebration, awards, food, YVC Summit ³ for 2 youth)	
Summer t-shirts	
Team leader travel to and from projects	
Project supplies (work gloves, trash bags, card-making materials, snacks, etc.)	
AFFILIATION EXPENSES	
Annual YVC affiliation dues	
YVC start-up fee (one-time)	\$500
ADMINISTRATIVE EXPENSES	
Share of rent and utilities	
Administrative fees (share of payroll, audit, accounting, and insurance costs)	
IT (share of phone, internet, computer maintenance and other communications costs)	
Supplemental volunteer accident, liability and auto liability insurance from CIMA ²	
Office supplies (postage, paper, binders, pens, etc.)	
Printing and promotion (flyers, brochures, letters, etc.)	
TOTAL	

- 1) *Program directors and team leaders may be host organization staff, AmeriCorps members, interns, adult volunteers, agency partner staff, or a combination of these, and the cost varies greatly depending on several factors.*
- 2) *YVC affiliates are eligible for discounted supplemental coverage through CIMA Companies.*



REFERENCES

Reference #1: Executive Director/CEO/President	
Name:	
Title:	Time in Role:
Email:	Address (if different than applicant):
Phone:	

Reference #2: Board of Directors Member/Chair	
Name:	
Board Position:	Time in Role:
Email:	Phone:



NEXT STEPS

In addition to completing the application above, please provide:

- Letter of recommendation from a community partner
 - Letter of recommendation from a current funder
 - Proposed host organization's most recent strategic plan or annual report
 - Proposed YVC program director resume (if identified)
1. Email your completed application and attachments to your primary contact at YVCHQ or info@yvc.org, subject "YVC Affiliate Application" or mail to:

Youth Volunteer Corps Headquarters
1025 Jefferson Street
Kansas City, MO 64105

2. YVC Headquarters will reply to confirm your application was submitted successfully and include a timeline for what to expect within the coming months. Applications are kept confidential and neither YVC nor the applicant is bound in any way by their submission.
3. Your application will be reviewed by the Affiliate Services Team within two weeks of submission. You may be contacted if more information is required.
4. If your application is accepted for affiliation, you will be sent the YVC affiliation agreement and an invoice for our one-time start-up fee (\$500) and [affiliation dues](#).
5. When your signed YVC affiliation agreement and dues are returned, YVC's president and board chair will sign the agreement and return to you a final version.
6. Welcome to the YVC Family!



FREQUENTLY ASKED QUESTIONS

Q: What is the timeline to apply?

A: Applications are reviewed and affiliations are granted on a year-round basis.

Q: How are annual affiliation dues estimated?

A: Affiliates are invoiced each year for their affiliation dues, determined by the following criteria:

Annual YVC Budget	2019 Affiliation Dues*
Up to \$20,000	\$490
\$20,000 to \$50,000	\$725
\$50,000 and up	\$965

**Dues may be subject to small annual increases.*

**For dues corresponding with a partial program year and partial affiliate support, please contact YVCHQ*

Affiliation Dues (from chart above): _____

20% incentive for gold rating on evaluation: N/A

Total Affiliation Dues: _____

Each YVC affiliate agrees to pay annual affiliation dues to YVC Headquarters in April of each year as set forth in their affiliation agreement. YVC affiliates earning a gold rating on their annual evaluation will receive 20% off their subsequent annual affiliation dues.

Q: What should be included in our annual YVC budget?

A: Affiliates determine their annual YVC budget by counting all potential YVC-related costs, many of which are outlined below. Note: Expenses vary, especially for emerging YVC programs.

- The portion of the YVC program director, team leader(s), and executive director’s salary and benefits commensurate with time devoted to overseeing and/or implementing the YVC program
- YVC staff training/development (outside of initial training provided by YVC Headquarters)
- YVC-related travel costs and mileage reimbursement
- YVC project supplies
- YVC Summit expenses
- YVC [affiliation dues](#)
- The portion of your fundraising costs commensurate with YVC’s portion of your overall budget
- YVC website and other marketing materials
- The portion of administrative support and overhead related to YVC, including rent, utilities, office supplies, hardware/software, phone/internet, website hosting, payroll fees, accounting fees, audit fees, staff recognition items, etc.

Q: When do most programs offer service projects?

A: While nearly all YVC affiliates are year-round, affiliates can choose to offer service projects in one of the following formats:

- An intense camp-like summer program with multi-day projects
- An ongoing school-year program with after school, weekend and school break projects
- Both! (year-round)

An affiliate choosing to conduct a minimal level of programming for only part of the year (summer or school-year only) may choose to receive a lower level of support and corresponding dues from YVCHQ. To discuss, please contact YVCHQ.

Q: What does the evaluation process required by program standard #8 consist of?

A: For affiliates, evaluation is critical to measuring and improving impact, properly allocating resources, and demonstrating the program’s value to YVC host leadership, funders, and other stakeholders. For YVC Headquarters, the qualitative and quantitative data from affiliates is combined with research from independent evaluations to provide vital, well-rounded evidence for the effectiveness of the program model, which is crucial to the improvement, sustainability and growth of the YVC movement.

Every YVC affiliate has access to Ydat.org – a custom-built, web-based software that can track and report data on volunteers, projects, schools, agency partners and more. Ydat allows youth volunteers to create a profile, sign up for projects, and track their own service hours.

1. Year-round affiliates must participate in YVC’s internal evaluation program. YVC Headquarters will contact YVC program directors to complete an evaluation, typically conducted each fall.
2. All affiliates must collect and submit YVC statistics as requested annually. Required fields include youth volunteer demographics and number of projects, agencies, hours, and youth. Affiliates are required to use Ydat, YVC’s web-based data management system, for program data unless otherwise agreed.
3. All affiliates must collect and keep individual applications/profiles and parent waivers for each* youth volunteer. You may utilize the waivers provided by YVC Headquarters or use your own provided it includes the required elements.
4. All affiliates are required to ensure youth volunteers reaching 30 hours of service complete the YVC Youth Survey. Surveys are administered online via Ydat. Surveys may be completed on paper, but must also be recorded in Ydat by a YVC staff member.
5. All affiliates must classify every service project into one or more [Strategic Focus Area](#) (SFA): Compassionate Communities, Healthy Lifestyles, Arts/Culture, STEM & Environment, and Education.
6. All affiliates must participate in any independent evaluations coordinated by YVC Headquarters.

** Obstacles may prevent collecting data from every youth (privacy issues, large days of service, elusive parents, etc.) but YVC Headquarters expects affiliates to make every effort to do so.*

Q: Who should attend the initial training at YVC Headquarters and what can they expect?

A: The individual(s) who will serve in the program director role and oversee the day-to-day operations of the program should attend the initial training. Attendees will walk through the YVC program standards one-by-one to learn how to successfully implement each according to their local community needs and organizational capacity. This includes community mapping, project planning, recruiting youth volunteers, service-learning and the basics of working with youth. There are also tutorials of our

volunteer management software Ydat, and the online resource library. For group trainings, attendees will have a chance to get to know and learn from each other too.

Q: What can I do between the acceptance of our application and training at YVC Headquarters?

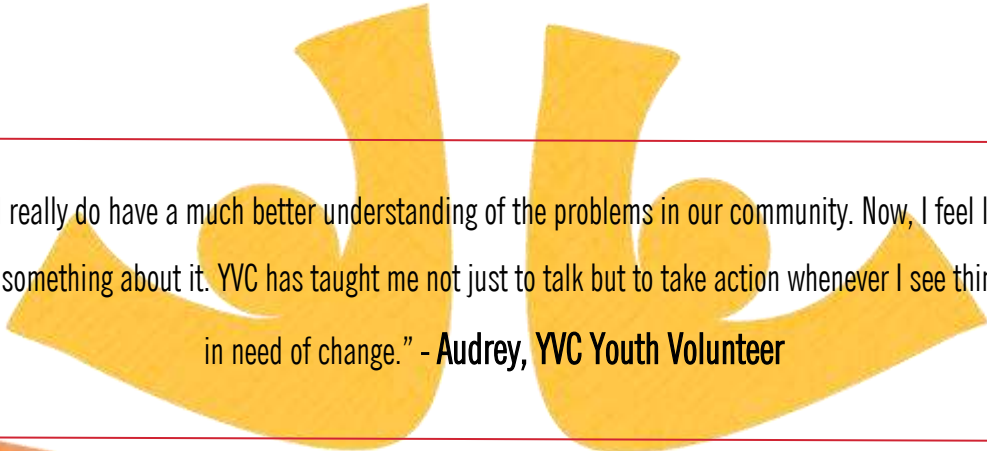
A: In order to set the stage for a strong, sustainable YVC program that can get off the ground quickly, we strongly encourage new affiliates to:

- **Assign or recruit your YVC program director.** YVC Headquarters has sample position descriptions and suggestions for reviewing candidates.
- **Develop community support and service potential.** It is our experience the sustainability of a YVC program is closely linked to support from the community. By bringing together community leaders, agency and school representatives, potential funders, youth and other interested parties into the initial planning process, hosts can better assess their community's needs and the assets available to them for launching and sustaining a strong YVC. Consider reaching out to youth, other youth-serving organizations, school officials, local nonprofits, current and potential funders and local community, business and government leaders and ask:
 - What other volunteer opportunities are available to local youth and how can YVC collaborate?
 - Are there a variety of local agencies that will accept groups of youth volunteers?
 - Will local schools allow YVC to recruit youth? In what way?
 - Are local youth interested in YVC?
 - Is YVC something local leaders and funders can get behind? How can they help?
 - Which current or potential partners could help sustain the program?
- **Establish a steering committee.** For some affiliates, it may be wise to organize a group of committed individuals, *especially youth*, to assist with the initial planning or simply act as advocates for your YVC. A steering committee can consist of leaders from the groups you consulted above and you or your YVC host. Committee tasks may include:
 - Solidifying and maintaining community support
 - Determining the program's operating budget
 - Fundraising
 - Helping you select a YVC program director
- **Investigate funding resources.** Since fundraising is an ongoing process, it is important that you approach it from a long-term perspective. Developing and implementing a comprehensive fundraising strategy is crucial to YVC program success. Reach out to YVC Headquarters for fundraising strategies and materials while you investigate the potential for funding from:
 - YVC Host
 - Individuals
 - Foundations
 - Corporations
 - Local, State, and Federal Programs
 - United Way
 - Youth Courts, Juvenile Justice Programs and School Districts

Q: What else should I consider beyond what has been outlined in this packet?

A: Here is some additional food for thought for those considering YVC affiliation:

- How would running a YVC program advance your organizational goals?
- Do you have a history of successful program management?
- Is your funding and programming consistent through the years?
- Do you have sufficient staff to run a YVC program?
- What is the potential for replicating the program at other branches of your organization?
- Do local school districts require service hours and/or offer incentives for service?
- Will local schools allow you to recruit youth for YVC projects? Will local schools allow you to facilitate YVC projects in the classroom?
- Are there any regional networks, local/state policies or funding opportunities that promote and support youth engagement?



“I think I really do have a much better understanding of the problems in our community. Now, I feel like I can actually do something about it. YVC has taught me not just to talk but to take action whenever I see things that are in need of change.” - **Audrey, YVC Youth Volunteer**



“There are other opportunities for youth to volunteer in our community, but YVC teaches them the value of service. We use YVC to get private and public funding for our organization, and we take advantage of the resources that come our way from YVC, from the website to the database to the exchange of ideas. YVC is not just a proven program model, it’s a family.” - **Executive Director of a YVC Host Organization**
