

# **TOWN OF WEST SENECA YOUTH ENGAGED IN SERVICE ORGANIZATION/ AGENCY PACKET & APPLICATION 2020**

## **WEST SENECA YOUTH & RECREATION / WEST SENECA Y.E.S.**

<b>OFFICE PHONE NUMBER</b>	716-674-6086	
<b>PROGRAM EMAIL</b>	WSYES@TWSNY.ORG	
<b>WEBSITE</b>	WWW.WESTSENECA.NET	DEPARTMENTS & SERVICES > YOUTH & RECREATION > YOUTH ENGAGED IN SERVICE Y.E.S.
<b>RECREATION SUPERVISOR</b>	LAUREN J. MASSET	LMASSET@TWSNY.ORG

- ❖ WELCOME TO THE TOWN OF WEST SENECA’S YOUTH ENGAGED IN SERVICE PROGRAM! Y.E.S. IS A VOLUNTEER PROGRAM FOR STUDENTS AGES 12-18. Y.E.S. STANDS FOR YOUTH ENGAGED IN SERVICE. THIS IS AN ELITE GROUP OF DEDICATED & COMMITTED YOUTH ADULTS WHO WANT TO MAKE A POSITIVE DIFFERENCE TO THEIR COMMUNITY. YOUTH ENGAGED IN SERVICE PROVIDES ALL OF YOU, AND OUR MEMBERS THE OPPORTUNITY TO GET INVOLVED THROUGH VOLUNTEERISM.
  
- ❖ WHEN SCHEDULING AN EVENT OR ACTIVITY PLEASE DO SO A MINIMUM OF EIGHT WEEKS IN ADVANCE. YOU MUST INCLUDE THE EVENT/ ACTIVITY NAME, START DATE, TIME AS WELL AS A DETAILED DESCRIPTION OF WHAT THE VOLUNTEERS WILL BE RESPONSIBLE FOR.
  
- ❖ VOLUNTEERS ARE NOT GUARANTEED FOR AN EVENT HOWEVER WE DO MAKE OUR BEST EFFORT TO FIND VOLUNTEERS FOR EACH EVENT ON OUR CALENDAR.
  
- ❖ PLEASE NOTE THAT Y.E.S MEMBERS ARE NOT PERMITTED TO TRANSPORT RESIDENTS UNDER ANY CIRCUMSTANCES. THIS INCLUDES MOVING INDIVIDUALS FROM CHAIR TO CHAIR, CHAIR TO BED, BED TO CHAIR, OR PUSHING ANY RESIDENTS IN THEIR WHEELCHAIR. PLEASE ADVISE THAT IF THIS OCCURS Y.E.S WILL NO LONGER SERVE YOUR AGENCY.
  
- ❖ AGENCIES/ ORGANIZATIONS CAN CALL THE RECREATION OFFICE 2 BUSINESS DAYS BEFORE A SCHEDULED EVENT TO OBTAIN THE TOTAL NUMBER OF VOLUNTEERS FOR THAT EVENT.
  
- ❖ IF FOR ANY REASON AN EVENT OR ACTIVITY MUST BE CANCELED PLEASE GIVE US ONE BUSINESS DAY OF NOTICE. THIS GIVES US ADEQUATE TIME TO INFORM ALL OF OUR VOLUNTEERS.
  
- ❖ IT IS THE AGENCIES RESPONSIBILITY TO ENSURE THAT THE VOLUNTEERS ARE BEING PICKED UP FROM EACH EVENT BY THEIR LEGAL GUARDIAN. THERE WILL BE NO DIRECT SUPERVISIONS PROVIDED FROM OUR DEPARTMENT FOR THE Y.E.S VOLUNTEERS. EACH AGENCY IS DIRECTLY RESPONSIBLE FOR THE SUPERVISION, SAFETY AND WELL BEING OF EACH Y.E.S MEMBER THAT ATTEND THEIR EVENT.
  
- ❖ THERE SHOULD BE NO PHOTOGRAPHS OR VIDEO TAKEN OF Y.E.S MEMBERS.
  
- ❖ **Y.E.S WILL NOT PROVIDE ANY MATERIALS FOR ANY EVENT. THIS INCLUDES BUT IS NOT LIMITED TO GAMES, CRAFTS AND FACEPAINT.**

- ❖ TOWN OF WEST SENECA RESERVES THE RIGHT TO CANCEL ANY ACTIVITY AT ANY TIME WITH NO WARNING.
- ❖ IF THE WEST SENECA CENTRAL SCHOOL DISTRICT CLOSES/CANCELS SCHOOL, AFTER SCHOOL OR EVENING ACTIVITIES DUE TO WEATHER; THIS PROGRAM WILL ALSO BE CANCELED DUE TO WEATHER. IF WEST SENECA TOWN HALL AND/OR TOWN OFFICES CLOSE DUE TO WEATHER THIS PROGRAM IS ALSO CANCELED DUE TO WEATHER.
- ❖ FAILURE TO ABIDE BY THESE POLICIES COULD RESULT IN THE AGENCY NO LONGER BEING PART OF THE Y.E.S
- ❖ THE ORGANIZATION WILL MAKE ITS STAFF AWARE OF THESE POLICIES AS WELL AS COOPERATE WITH TOWN PERSONAL AT ALL TIMES. FAILURE TO ABIDE BY THIS AGREEMENT AND WORK IN HARMONY WITH TOWN OF WEST SENECA COULD RESULT IN TERMINATION OF Y.E.S AT AGENCY EVENTS.
- ❖ THESE POLICIES ARE SET TO CHANGE WITHOUT NOTICE.
- ❖ NO ALCOHOL, TOBACCO AND OTHER DRUGS SHOULD BE GIVEN TO Y.E.S MEMBERS.
- ❖ FAILURE TO ABIDE BY ANY POLICES SET IN PLACE COULD RESULT IN THE REMOVAL FROM THE YOUTH ENGAGED IN SERVICE PROGRAM.
- ❖ ANY REQUEST FOR Y.E.S. MEMBERS WHICH DOES NOT FOLLOW BELOW RULES WILL BE DENIED.
  - Y.E.S. MEMBERS CANNOT VOLUNTEER DURING SCHOOL HOURS.
  - Y.E.S. MEMBERS CANNOT VOLUNTEER MORE THAN 3 HOURS SUNDAY - FRIDAY OR MORE THAN 6 HOURS ON A SATURDAY. Y.E.S. MEMBERS MUST BE GIVEN A BREAK AFTER VOLUNTEERING MORE THAN 2 HOURS.
  - BEFORE 8:00 AM ON ANY DAY, AFTER 8:00 PM ON ANY DAY.

**I UNDERSTAND AND ACCEPT THESE POLICIES AND RESPONSIBILITIES. I UNDERSTAND AND AGREE TO THEM.**

<b>PRINT LEGAL NAME (FIRST NAME, LAST NAME)</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

**THIS MUST BE RETURNED TO WEST SENECA YOUTH & RECREATION WITH AN ORIGINAL SIGNATURES. THE DOCUMENTS CAN BE RETURNED IN PERSON TO THE RECREATION OFFICE LOCATED AT 1300 UNION ROAD, WEST SENECA, NY, 14224 OR VIA MAIL TO RECREATION, 1250 UNION ROAD, WEST SENECA, NY, 14224.**

# AGENCY APPLICATION

## TOWN OF WEST SENECA YOUTH ENGAGED IN SERVICE (Y.E.S.) PROGRAM

PLEASE COMPLETELY FILL OUT THIS APPLICATION, INCLUDING POLICIES AND RETURN IT TO:

TOWN OF WEST SENECA YOUTH & RECREATION DEPARTMENT

ATTENTION: Y.E.S. PROGRAM

1250 UNION ROAD WEST SENECA, NY 14224

<b>AGENCY NAME:</b>	
<b>CONTACT PERSONS NAME:</b>	
<b>CONTACT PHONE NUMBER:</b>	
<b>CONTACT EMAIL ADDRESS:</b>	
<b>AGENCY ADDRESS:</b>	
<b>AGENCY WEBSITE:</b>	
<b>OTHER:</b>	

### YOUTH ENGAGED IN SERVICE POLICIES

THESE POLICIES MAY CHANGE WITHOUT NOTICE

FAILURE TO ABIDE BY ANY POLICIES SET IN PLACE COULD RESULT IN THE REMOVAL FROM THE YOUTH ENGAGED IN SERVICE

1. THE AGENCY HOSTING THE EVENT IS REQUIRED TO PROVIDE DIRECT SUPERVISION OF Y.E.S MEMBERS.
2. VOLUNTEERS WILL ATTEND ALL OF ACTIVITIES THEY SIGN UP FOR
3. IN THE EVENT THAT AN EVENT OR ACTIVITY IS CANCELED I WILL NOTIFY THE RECREATION DEPARTMENT STAFF WITHIN 1 BUSINESS DAY OF THE EVENT.
4. NO ALCOHOL, TOBACCO AND OTHER DRUGS SHOULD BE GIVEN TO Y.E.S MEMBERS.

**I UNDERSTAND AND ACCEPT THESE POLICIES AND RESPONSIBILITIES AS OUTLINED ON PAGES 1-3. I UNDERSTAND AND AGREE TO THEM.**

<b>PRINT LEGAL NAME (FIRST NAME, LAST NAME)</b>	
<b>SIGNATURE</b>	
<b>DATE</b>	

**PLEASE SUBMIT A LIST OF REQUESTED DATES, TIMES, LOCATED AND ACTIVITY DESCRIPTIONS FOR 2020 WITH THIS AGREEMENT.**

THIS MUST BE RETURNED TO WEST SENECA YOUTH & RECREATION WITH AN ORIGINAL SIGNATURES. THE DOCUMENTS CAN BE RETURNED IN PERSON TO THE RECREATION OFFICE LOCATED AT 1300 UNION ROAD, WEST SENECA, NY, 14224 OR VIA MAIL TO RECREATION, 1250 UNION ROAD, WEST SENECA, NY, 14224.