

ANNUAL VOLUNTEER AGREEMENT 2008-09

Yamaska Literacy Council
239, rue Principale
Cowansville, Quebec, J2K 1J4
Tel: 263-7503---- Fax: 263-7209
E-mail address: yamaskalit@endirect.qc.ca



*Please complete the following form. You may mail or fax your reply to the office.
Please reply no later than June 30, 2008*

PLEASE PRINT:

NAME:	
ADDRESS:	
CITY:	POSTAL CODE:
HOME TEL.:	WORK TEL.:
E-MAIL ADDRESS:	

I have carefully considered the membership criteria on the back of this sheet and I am committed to being an active member of the Yamaska Literacy Council.

I am no longer available for any volunteer work. Please remove my name.

Signature

Date

Membership Criteria

1. All members must attend a **minimum of 2** Yamaska Literacy Council events a year. This may include the AGM, fundraising events, public awareness events, student/tutor social events, workshops, or tutor information groups.
2. Active tutors must give a **minimum of 50** volunteer hours per year (including hours spent tutoring).
3. Other volunteers must give a **minimum of 10** volunteer hours per year.
4. Supporting volunteers pay an **annual membership fee of \$10**. This entitles them to receive *Roadways* and attend events, and they are not obligated to contribute any volunteer hours.

We hope that these membership criteria will provide the opportunity for each volunteer to maximize the sharing of their talents and skills, and to receive the full benefit of what the Yamaska Literacy Council has to offer each volunteer. As a result, our organization will be strong and cohesive and provide our students with the best services possible.

Please carefully consider the criteria before committing as a volunteer.

Thank you!

Please turn over →

Friends of Literacy Volunteer Positions

Board Director

Yes

No

The Board of Directors is responsible for ensuring that YLC fulfills its mandate. Duties include attending regular board meetings every two months and participating on at least one (1) committee. Directors serve a two year term and are elected at the Annual General Meeting, held in the fall.

Directors are expected to undergo the twelve (12) hour Basic Tutor Training Workshop and Orientation Session.

General Volunteer

Yes

No

General volunteers perform tasks as requested by the Council that do not involve direct involvement with the students. Duties may include room set-up for events, telephoning other members, helping out with mailings, serving on Board committees, etc.

General volunteers are expected to undergo the twelve (12) hour Basic Tutor Training Workshop.

Tooter

Yes

No

Tooters help increase awareness of the Yamaska Literacy Council and the services it offers. Duties may include participating in public awareness events, such as the Brome Fair or the Cowansville Christmas Parade, distributing publicity materials on a regular basis, participating in the community radio show, etc.

Tooters are expected to undergo the twelve (12) hour Basic Tutor Training Workshop.

Trainer

Yes

No

Trainers train new volunteers to tutor students. Duties include preparation for and delivery of basic literacy tutor workshops, keeping up to date with training and tutoring requirements.

Tutor

Yes

No

Tutors help adults acquire reading, writing, numeracy and other life skills in order to attain their full potential. Duties include preparing for lessons, keeping records of time spent tutoring and student progress, having the necessary materials, adapting lessons to the individual student, maintaining contact with the YLC Coordinator.

Tutors are expected to undergo the twelve (12) hour Basic Tutor Training Workshop.

The position descriptions may change from time to time.