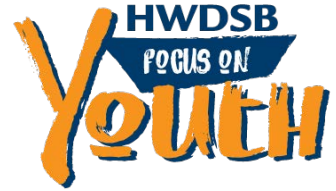




**Hamilton-Wentworth District School Board  
2018 Focus on Youth Program  
Community Agency Application**



**Completed application due by 4:00pm on Tuesday, March 27, 2018.**

Please email your organization's completed application to Sarah Tracz at [stracz@hwdsb.on.ca](mailto:stracz@hwdsb.on.ca). If you have questions regarding this application or the 2018 HWDSB Focus on Youth program, please contact Sarah Tracz by email or by phone at 905-527-5092 x2374.

Community agencies will be notified regarding their approval for participation in Focus on Youth by the end of May 2018.

**Focus on Youth facility space and student placements are available July 3 until August 10, 2018.**

**ORGANIZATION INFORMATION:**

<b>Community Agency Name:</b>
<b>Contact Person:</b>
<b>Job Title of Contact Person:</b>
<b>Mailing Address:</b>
<b>City:</b>
<b>Postal Code:</b>
<b>Phone Number:</b>
<b>Email Address:</b>
<b>Website (if applicable):</b>
<b>Twitter Handle (if applicable):</b>

1. Are you a not-for-profit charitable organization? YES NO

If YES, please indicate:

Registered Charitable Organization #:

Provincial or Federal Not-for-Profit Corporation #:

2. Does your organization have liability insurance? YES NO

**SUMMER PROGRAM INFORMATION:**

1. Name of Summer Program(s):

2. Program Type(s) (please check all that apply)

Program Type	Yes
Tutoring/Academic	
Recreation/Sports/Athletics	
Arts and Crafts	
Cultural Activities	
Music/Drama/Dance	
Technology/Computers	
Leadership/Mentorship	
Other (please specify)	

3. Brief Program Description(s)/Activities:

**4. Grades/Client Group(s) Served (please check all that apply)**

<b>Grade/Client Group</b>	<b>Yes</b>
Early Years	
Grades 1-6	
Grades 7-8	
Grade 9-12	
Youth Currently Not Attending School	
Families with Children	

**5. Participants, staff and volunteers (including Leaders In Training) involved in your organization's summer program for 2018 (please provide an estimate based on average per day)**

Number of Participants	
Number of Paid Staff	
Number of Volunteers	

**6. Focus on Youth provides free school space for community summer programs for children and youth. Does your organization have the capacity to fund all of your other program costs?**

YES                      NO

**7. Focus on Youth aims to provide free and/or subsidized spaces for children and youth.**

**For the summer of 2017 (last summer):**

How many FREE spots were provided to children and youth (please indicate if this is per week, or per summer)	
How many SUBSIDIZED spots were provided to children and youth (please indicate if this is per week, or per summer)	
What is the value of these free and subsidized spaces over the six week of Focus on Youth?	
What methods do you use to promote your free or subsidized programming? Examples: word of mouth, flyer, website)	

If you would like assistance in outreaching to additional families, children and youth to provide free and/or subsidized spaces in your program, please contact Sarah Tracz.

**SCHOOL FACILITY INFORMATION (if applicable):**

Please complete the section below if your organization is requesting use of school space during the Focus on Youth time period.

1. **Preference of school locations (please list all sites requested, include one alternate location):**

School Requested	Alternate Location

Please do not enter your permit in eBase. HWDSB Rentals staff will support this process in early April.

**STUDENT PLACEMENT INFORMATION (if applicable):**

Please complete the section below if your organization is requesting student placements during the Focus on Youth time period.

1. **Focus on Youth student placements are for additional support, and should not be included in child care ratios or left solely responsible for a program or participants. Is your organization able to ensure this requirement is met? YES NO**

2. **Student Placement Information**

Number of Student Placements Requested (include information on students per site, if multiple sites exist).	
Special skills/abilities that would benefit your program (e.g. languages, art focus). Please note, the Focus on Youth program cannot guarantee a skill/ability match with student placements. .	
Program start date and end date. Please identify which date(s) are on-site training dates for Focus on Youth employees.	

**3. Tentative Student Placement Work Schedule**

Please consider that Focus on Youth students:

- Must work 30 hours per week,
- Receive a 30 minute unpaid eating period each work day
- Are required to be at Sir John A Macdonald (downtown Hamilton) on Mondays for HWDSB meetings at 4pm. Please consider commute times from your location.

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

**4. Would your organization be interested in supporting student employee training at the end of June by offering a workshop? These workshops are intended to help develop students' transferable skills for use while on placement with any participating FOY organization.**

YES                      NO

If yes, what topic(s) are you interested in providing a workshop on?

**5. Please list any certifications or specific documentation Focus on Youth student employees are required to have as per your organization's placement requirements (e.g. an immunization record stating certain vaccinations).**

All Focus on Youth student employees will complete WHMIS training, Health and Safety Awareness training, and a Police Information Check upon hire. A letter confirming this can be issued to your organization upon request.