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**HOST AN INTERCULTURAL VOLUNTEERING CAMP**

**INTEREST FORM FOR 2021**

This form is a preliminary expression of interest and the Chantiers jeunesse team will

contact you to discuss it more specifically shortly.

However, do not hesitate to contact jrochon@cj.qc.ca if you have any questions.

1. **GENERAL INFORMATION**

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| **Hosting partner** |
| Organization name : |
| Adress : |
| City :       Postal code : |
| Phone number : |
| Website : |

1. **CONTACT PERSON**

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| **Partnership coordinator** |
| Name :       Role within the organization: |
| Phone number :       Email adress : |
| Address (if different from the organization’s): |

**3. INFORMATION ABOUT THE HOSTING PARTNER**

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| **3.1 Organization’s mission and goals** |
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| **3.2 Organization’s activities** |
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| **3.3 Reasons why you would like to host an Intercultural Volunteering Camp in your community or organization** |
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**4. OVERVIEW OF THE PROPOSED WORK PROJECT**

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| **4.1 General description of the project** |
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| **4.2 What community needs does the project address? What will be the most important priorities and objectives to be achieved by the group of youth volunteers?**  *You may also join any existing documents detailing the work project, the description of the tasks, or any other document that will help us have a better understanding of your organization and goals.* |
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| **4.3 What are the expected benefits for your community?** |
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**5. PROJECT TYPE, DATES AND LOCATION**

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| **5.1 Project date and volunteer group preferences** | |
| **Individual Volunteer (MTV) to accompany the group project** (The MTV will assist you for a period of 3 to 6 months, including the weeks of the volunteer project named above) | **Group Project** |
| Desired start date: | Desired start date:        (Group summer projects will take place between June 14th and August 27th 2021. For other timelines, communicate directly with the Volunteer Camps Coordinator) |
| Desired end date: | Desired duration of the project:  2 weeks  3 weeks |
| Number of MTV :  1 volunteer  2 volunteers | Volunteer group :  15–17-year olds  18–30-year olds  Family: 18–30-year-old parent(s) + 3-12 year old  no preference |

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| **5.2 Work site** |
| Address (if different from the organization’s):  Your organization is:  The owner of the premises  The tenant of the premises |

**6. ACCOMMODATION AND INFRASTRUCTURES**

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| **6.1 Infrastructures available in your community :** |
| **6.1 Type of accomodation available in your community (check all that apply)**  **a) Accommodation type and description**  Community centre  Cottage  House  School  Summer camp  Tent  Other: Description:  **b) Meals**  My organisation is providing cafeteria service  The group is responsible for their own meals  **c) Communication methods**  Wi-Fi network  Cellphone network |

**7. COMMUNITY DISCOVERY AND PROJECT VISIBILITY**

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| **7.1 Activities to explore the community and meet the locals** |
| a) What activities are available for the volunteers to discover their host community?    b) As an indication, what will be the part of the contact between the youth volunteers and the local community in the project? |
| **7.2 Visibility activities** | |
| What activities are you planning to do to increase project visibility and local participation?  Contact and plan activities with other organizations in your community  Contact newspapers and/or radio stations  Announcements on social media  Do an open house  Others (specify): | |

**8.** **ELIGIBILITY AND REQUIRED DOCUMENTATION**

**TO BE ELIGIBLE, THE HOSTING PARTNER MUST:**

* Be a non-profit organization, municipality, band council or Canadian public agency.
* Have a detailed and sustainable work project that betters your community and is supported by its citizens.
* Want to host a group of young volunteers.
* Be able to provide accommodation and a weekly allowance.

**NEXT STEPS :**

* Phone call by Chantiers jeunesse to the partner to confirm the reception of the form the next steps.
* Once the partnership confirmed, some official documents will be required for **March 1st, 2021**, including:
* A copy of the organization’s charter (title page of the letters patent, list of board members, description of the mission, goals and objectives of the organization); \*
* The financial statements and annual activity report\*
* A resolution of the board stating the project coordinator can represent your organization and sign on its behalf
* An official authorization from the owner of the premises where the workcamp will take place if it is not owned by your organization
* A liability insurance policy in force

**\*** Not required for municipalities, northern villages and band councils.

* De la documentation complémentaire pourra être fournie par le partenaire d’accueil :
* Maps, plans and specifications, pictures, detailed description of the accommodation, etc., if applicable
* COVID protocol if it already exists in your organization
* The Project Coordinator at Chantiers jeunesse will contact you to plan a meeting in February (Duration: 2 hours, virtually or in person) which will serve, among other things, to :
* Plan the different scenarios and possible health protocols related to COVID-19
* Plan accommodation, material and human resources needs (project coordination, technical expert, other resources)
* Establish work planning according to different scenarios
* Confirm the hosting partner's allowance and the amounts reimbursed by Chantiers jeunesse
* Plan the visibility of the project in your community.
* Following the meeting, the contract will be signed.
* The project will be confirmed 30 days prior to the start date by the hosting partner.

**Please return the form by email to :**

**Josée Rochon**

Volunteer Projects Coordinator

Email adress : [jrochon@cj.qc.ca](mailto:jrochon@cj.qc.ca)

514 252-3015

**Chantiers jeunesse**

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