

Application Guidelines SWASP 2013 Community Service Component

Deadline: May 6, 2013

This program is delivered by the Community Sector Council Newfoundland and Labrador (CSC) and funded by Service Canada.

Only voluntary, community-based groups and other non-profit organizations may apply. **Private businesses, government departments and agencies, faculty and departments of post-secondary institutions are NOT eligible** under this particular program. Voucher payments to post-secondary institutions are administered by the Government of Newfoundland and Labrador.

PROGRAM BENEFITS

Students complete a 280-hour community service placement (normally over 8 weeks) and will:

- Develop transferable employment skills;
- Receive career-related experience;
- Establish future employment networks in the voluntary, non-profit community sector;
- Receive a \$1400 Tuition Voucher, redeemable at any recognized post-secondary institution upon completion of 280 hours; and
- Receive a \$1400 stipend over the course of the placement, paid weekly or bi-weekly.

ELIGIBILITY

Students must meet ALL these criteria:

- Must be a Canadian citizen, permanent resident or refugee under *Immigration Refugee Protection Act*; and
- Must be planning to attend a post-secondary institution on a full-time basis in the coming academic year; and
- Must have been registered as a full-time student in the previous academic year; and
- Must be between 15 and 30 years old (inclusive); and
- May NOT hold another full-time job (30 hours per week or more) while on the SWASP placement; and
- May NOT be attending classes full-time while on the SWASP placement.

Sponsors

- Must be voluntary, non-profit community groups; and
- Must provide adequate supervision to the student.

APPLICATION PROCESS

APPLICATIONS: To optimize career-relatedness and participant satisfaction, the student and sponsor should work together to develop the placement description. This will include a discussion of the student's career goals, placement duties, the work plan, skills development and plan for supervision. **Each application must have a student matched to a sponsor.** Generally, an organization will be considered for one placement only. If you request two students, explain your requirements on the application form. Applications not approved are held on file for consideration in the case of declines or cancellations. **If an approved student declines a placement or terminates early, the sponsor must inform the Community Sector Council NL immediately. The sponsor may NOT fill the position with another student unless approved or authorized by the CSC to do so.**

ASSESSMENT: Within a regional allocation model developed to ensure a fair distribution of projects province-wide, applications will be assessed on the placement description (Section III on the application). Please answer all questions.

MONITORING: Approved projects may be monitored by interview or through written feedback.

SOCIAL INSURANCE NUMBERS: Students not wishing to disclose their Social Insurance Number (SIN) during the application process and students without a SIN may submit a SWASP application. A SIN is required for participation in SWASP Community Service Component to facilitate tuition voucher verification. Students without a SIN must apply for one through a local Service Canada Centre. (<http://www.servicecanada.gc.ca/cgi-bin/nr-search.cgi?app=hme&ln=en>) CSC must be notified once the SIN has been issued.

SUBMISSION: We encourage you to apply online at www.communitysector.nl.ca/swasp. Applications may also be faxed or mailed to the address below. When applications are submitted by FAX or MAIL, CSC will attempt to contact the organization using the information provided in this application to confirm receipt. If you do NOT receive confirmation of receipt from us within 3 business days, please contact our office.

FAX OR MAIL COMPLETED APPLICATIONS TO

SWASP Community Service Component, Community Sector Council Newfoundland and Labrador
25 Anderson Avenue, St. John's, NL A1B 3E4
Tel: (709) 753-9116 Toll free: 1-877-753-9190 Fax: (709) 726-9125
email: swasp@cscnl.ca Website: www.communitysector.nl.ca/swasp

Keep a copy of your application and if applying by fax, send from a machine that will give you a transmission report. Please apply as soon as possible, but no later than May 6, 2013.

NOTIFICATION PROCESS

Approvals should be finalized by late May 2013. Successful sponsors will be notified shortly thereafter. **NOTE:** Due to the popularity of this program, all applications cannot be approved. Approvals may continue into July to fill declines and cancellations.

Call for Expressions of Interest in Multiple Placements for Special Projects: See Page 2 → →

SWASP 2013 Community Service Component

MULTIPLE PLACEMENTS FOR SPECIAL PROJECTS

(Guidelines for individual SWASP applications: See Page 1 → →)

A limited number of applications for multiple placements for extraordinary events or multi-site projects may be approved through the 2013 Community Service Component of SWASP. Organizations active in the coordination or promotion of **extraordinary events, multi-site projects that are regional, provincial or national in scope** may apply for up to 3 placements. Proposals must clearly demonstrate that the event or project is out of the ordinary and its regional, provincial or national scope.

STEP 1: PROJECT ELIGIBILITY

Organizations who wish to confirm project eligibility for multiple placements may contact CSC by April 26, 2013. Please contact Pam Corrigan, SWASP Coordinator, at 709-753-9116, toll-free at 1-877-753-9190 or via email pamcorrigan@cssnl.ca to verify project eligibility.

Organizations must be well established and be able to demonstrate their capacity to provide orientation, trainings, coordination and supervision of students. Organizations must also demonstrate **how the event or project is out of the ordinary and its regional, provincial or national scope.**

STEP 2: FULL PROPOSAL GUIDELINES

Groups submitting proposals must address the points below and **email or fax the proposal by May 6, 2013.**

Organization

- Brief description of organization
- Mission and goals
- Locations where your organization currently operates
- Number of staff and senior volunteers with project management experience
- Who will manage the project, who will provide orientation and supervision of students, and who will administer the paperwork (names and positions)
- Indication that yours is a non-profit organization and be well established and employ senior staff or volunteers experienced in project management
- Documented support from any partner organizations or collaborators mentioned in your proposal

Description of Proposed Project

- The goals and activities of the project for which you will seek SWASP placements
- Geographic locations of project activities
- The duties of the students
- How many students you will require
- How you will identify and select appropriate student applicants
- Timeline and work plan
- Plan for orientation and training of all student participants
- Who will have regular contact with the participants
- How you will provide supervision
- Confirm project resources (financial and human resources)
- What skills the students will develop and how the placements will support their career goals
- How the project will meet provincial objectives of your group
- What additional resources you will bring to support the project
- Why this project cannot be carried out under the regular SWASP program
- How the event or project is out of the ordinary and its regional, provincial or national scope

SWASP Community Service Component (Multiple Placements)

Community Sector Council Newfoundland and Labrador

Fax: 709-726-9125 (Attention: Multiple Placements) or Email: swasp@cssnl.ca

Guidelines for individual SWASP applications: See Page 1 → →

SWASP Community Service Component 2013 Application
Deadline: May 6, 2013For Official Use Only
File # _____
Region _____

I. Sponsor Information. (ONLY voluntary, non-profit community groups are eligible. NOT private sector businesses, government offices and agencies or post-secondaries.) Please read Application Guidelines SWASP 2013 Community Service Component before completing this form. Applications should be developed with the student and matched to the student's career goals. Applications not approved are held on file for possible consideration if any openings should arise due to declines or cancellations. **Incomplete applications will not be processed.**

Organizations will normally be considered for one student placement only. If you are asking for 2 students, please attach an explanation.

Name of Organization: Town of Flatrock Number of employees on staff: 5
Type of service provided: Municipal Mailing Address: 603 Wind Gap Road Community: Flatrock
Postal Code: A1K1C7 Telephone: 437 6312 Fax: 437 6311 Website: www.townofflatrock.com
Email: dvane@townofflatrock.com (We will correspond with you by email if email address is provided.)
Contact Person: Dvane Stapp Contact Phone if different from above: _____
Location of project activity (Community): Flatrock

II. Student Information. Students must meet ALL these criteria. **Please check ALL that apply.** Students must:

- be a Canadian citizen, permanent resident or refugee under *Immigration Refugee Protection Act*; and
 be planning to attend a post-secondary institution on a full-time basis in the coming academic year; and
 have been registered as a full-time student in the previous academic year; and
 be between 15 and 30 years old (inclusive); and
 NOT hold another full-time job (30 hours per week or more) while on the SWASP placement; and
 NOT be attending classes full-time while on the SWASP placement.

Name: _____ Gender: _____ Year of Birth 19____
(First Name) (Middle Initial) (Surname) (Optional)
Telephone: _____ Email: _____
Permanent Mailing Address: _____
Community: _____ Postal Code: _____ SIN*: _____

*Note: Students not wishing to disclose their Social Insurance Number (SIN) during the application process or students without a SIN may submit a SWASP application. A SIN is required for participation in SWASP Community Service Component to facilitate tuition voucher verification. Students without a SIN must apply for one through a local Service Canada Centre. (<http://www.servicecanada.gc.ca/eng/br/br-search-eng?app=ime&ln=en>) CSC must be notified once the SIN has been issued.

Education / Training (Current and Future)**A. Current Post Secondary Students Complete This Section**

- I am currently attending a post-secondary institution. Type: University Public College Private School Other
Institution Name: _____ What are you studying? (Program / subject area) _____
Are you planning to continue attending post-secondary this coming September (2013)? Yes No Unsure
Have you been accepted to continue? Yes No Unsure What is your career goal? _____

B. High School Students Complete This Section (*Students must be a high school graduate as of June 2013 to be eligible*)

- I am completing high school in June 2013. Current Level _____
Are you planning to attend post-secondary this coming September (2013)? Yes No Unsure
Type: University Public College Private School Other Institution Name: _____
Have you applied? Yes No Have you been accepted? Yes No Unsure
What do you plan to study? _____ What is your career goal? _____

C. Individuals Not Currently Attending School Complete This Section

- I am not currently attending high school or post-secondary.

III. Description of Student's Community Service Placement. A SWASP placement should help the student develop transferable skills. A successful placement needs a well thought out work plan. The sponsor and student should complete the application together.

Student Position Title: Office Assistant Supervisor: Dvane Stapp Telephone: 437 6312
Supervisor's Position with organization: Town Clerk
Hours in placement per week: 35 x Number of weeks: 8 = 280 hours (*normally 35 hours / week x 8 weeks*)
Anticipated Start Date: June 24 2013 What will the student be doing (main duties)? The student will help office staff with daily operations. Some duties includes filing, answer phone calls, printing copying, assisting residents and taking payments

How will the sponsor provide orientation and / or training? Student will be given an overview of Terms, Prizes upon hiring.

Work plan (Week 1, Week 2, etc. Attach another sheet if required.) Student will assist office staff as require throughout placement. Each week student will be given specific task to complete

What is the organization's plan for supervision and feedback? The student will be given feedback on their performance by their supervisor. Student will work as part of a team.

What skills will the student develop and how will this placement support the student's career goals? Organizationally, Time Management, office skills, written and oral communication skills and teamwork.

IV. Declaration / Authorization

We certify that the information provided on this application is true and complete in every respect. We have read and agree to abide by the terms and conditions of the Program as below. We consent to the exchange and use of information contained in this application between the Student Work and Service Program, the Department of Advanced Education and Skills, and Service Canada for administrative and evaluative purposes.

Required Contact Information / Signatures (3): Two representatives of the sponsoring organization and one student.

(Sponsor) Print Name # 1	(Sponsor) Signature # 1	Telephone	Date
(Sponsor) Print Name # 2	(Sponsor) Signature # 2	Telephone	Date
(Student) Print Name	(Student) Signature	Telephone	Date

V. Terms and Conditions

Organizations Eligible to be Sponsors for Student Placements

- 1) The sponsor, defined as a party that agrees to engage a student in community service activity, must be a voluntary, non-profit community sector group.
- 2) The sponsor agrees to provide a meaningful community placement as presented in the activity description and appropriate supervision and support.
- 3) The sponsor agrees to provide 280 hours of placement time, normally over a period of 8 weeks, with scheduled start and finish dates.
- 4) The sponsor agrees to maintain records of the student's placement and any other necessary records, to administer the \$1400 stipend, to verify the student's participation, and to distribute the Tuition Voucher. CSC recommendations there be two signing officers for banking and financial management.
- 5) The sponsor agrees to participate in program monitoring / evaluation on request through telephone interviews and / or a written survey.
- 6) The sponsor shall obtain prior to commencement of the placement all permits, licenses, consents and other authorizations that are deemed necessary to permit the carrying out of the activities; and the activities shall be executed in compliance with all laws, by-laws and regulations as may be required.

Students Eligible for Community Service Placements

- 7) To be eligible participants must be planning on entering or returning to a post-secondary institution within the next twelve months, and cannot be a full-time student while completing the SWASP community service placement.
- 8) The student may not be placed in a sponsoring organization where senior employees or officers of the Board with hiring authority are members of the student's immediate family, without approval of a designated representative from Community Sector Council NL (CSC). For the purpose of this section, "immediate family" means father, mother, (or alternatively step-father, step-mother or guardian), brother, sister, spouse (including common-law) residing with the sponsor, child (including child of common-law spouse), stepchild, or ward of the sponsor, father-in-law, mother-in-law, brother-in-law, sister-in-law or other relative permanently residing in the sponsor's household or with whom the sponsor permanently resides.
- 9) The student agrees to complete 280 hours of community service; normally over an 8-week period. Any interruptions to this time because of illness, statutory holidays or negotiated time off must be made up.
- 10) The student agrees to perform his / her assigned duties to the best of his / her ability.
- 11) The student agrees to participate in program monitoring / evaluation on request through telephone interviews and / or a written survey.

Amendments

12) This agreement shall not be amended or assigned except by instrument in writing between all parties including the Community Sector Council NL.

Termination

13) Either party may terminate this Agreement with a minimum of seven days written notice to the other party.

14) If at any time, the Community Sector Council NL is of the opinion that the sponsor or student has failed to conduct the activities in an acceptable manner, or has failed to comply with any of his/her covenants or undertakings contained herein, the Community Sector Council NL may terminate the Agreement by giving written notice thereof and any unexpended funds or benefits will be returned or withheld.

General

- 15) No Member of the House of Assembly (MHA) or House of Commons (MP), no employees of the supporting Departments or the Community Sector Council NL, no members of the Executive Pay Plan, no staff employed in the office of an MHA or office of a Provincial Minister of the Crown, or any person or organization other than the Student or applicant shall be eligible for or receive any financial benefit or gain as a result of this contract.
- 16) The student named in this contract, after completion of the required conditions of the placement, shall receive the benefit of any Tuition Voucher issued as a result of the Student Work and Service Program Community Service Component and no other person or organization may receive, be assigned, or collect any percentage or portion of any benefits accrued under this contract.
- 17) Interruptions of the student activity will only be permitted in extenuating circumstances and with the prior approval of CSC.
- 18) Changing students will not normally be permitted under this agreement and prior approval must be received from CSC.
- 19) The sponsor must comply with the provisions of the Canadian Charter of Rights and Freedoms and the Newfoundland and Labrador Human Rights Code.

Submit by May 6 to: CSC-SWASP 25 Anderson Avenue St. John's NL A1B 3E4 Fax: 709-726-9125
or online: www.communitysector.nl.ca/swasp

NOTE: When applications are submitted by FAX or MAIL, CSC will attempt to contact the organization using the information provided in this application to confirm receipt. If you do NOT hear from us within 3 business days, please contact us Tel: 709-753-9116 Toll-Free: 1-877-753-9190