



FEDERATION
OF BC YOUTH
IN CARE
NETWORKS

BY COMING TOGETHER, WE'RE NOT ALONE!

Adult Support Application Package

The Federation of BC Youth in Care Networks (FBCYICN, or the Fed) is a youth-driven, provincial, non-profit organization dedicated to improving the lives of young people in and from care in BC between the ages of 14 and 24.

USE THE HANDY CHECKLIST TO MAKE SURE YOU'RE SUBMITTING A COMPLETE APPLICATION!

- Read and signed the What to Expect page
- Filled out and signed the Event Registration Form
- Filled out and signed the Photo Consent Form
- Filled out and signed the camp's Challenge Course User Information & Health Form
- Filled out and signed SCM Supportive Adult Volunteer Roles and Responsibilities Form
- Attached valid Criminal Record Check
- Read and signed Member and Adult Support Relationship Policy

Send your completed application package by **December 12** to:

Email shannon.dolton@fbcyicn.ca

Fax 604-527-7764

Mail 500-625 Agnes St., New Westminster, BC V3M 5Y4

If you have any questions about the application package or how to submit it, please email shannon.dolton@fbcyicn.ca or call her at 604-527-7762 ext. 109.

WHAT TO EXPECT

Our retreats bring youth in and from care from all across the province together to learn life skills, have fun, build lasting friendships, direct the work of the organization, contribute to government consultations, and build a provincial community. Our camps create a fun, safe environment where you can connect with other young people who are building a provincial network for youth in and from care.

Adults play a crucial role at the SCM. Not only are you viewed as a role model, but your presence and energy help to establish a safe and comfortable space for participants.

Photo Consent

- There is a photo consent form attached to this application package. Please fill in the consent form even if you do not consent to the use of your image.
- Any youth 18 and under that is currently in care cannot give themselves photo consent.
- Failure to fill in the photo consent form will be viewed as an incomplete application package.
- The Fed cannot control the distribution of photos taken by youth or if those photos are shared on social media

Recreational Activities

- When participating in recreational activities it is expected that all youth will behave in ways that put safety first.
- Misuse or unsafe behavior when participating in free time activities will result in your removal from the activity.
- Failure to fill in the provided Sasamat Challenge Course User info and Health Form will prevent you from participating in any outdoor free time activities including canoeing, archery, rock climbing, high ropes course and more.

Time Commitment

- Entire SCM with hours varying depending on needs of youth and what support Fed staff asks for
- Up to eight hours a day depending on your assigned role

Necessary Skills

- Ability to take direction well
- Strong youth engagement skills
- Conflict resolution skills
- Ability to work with little direction
- Understanding of trauma-informed care

Training Orientation

- Must participate in teleconference orientation to go over roles and expectations

SIGNATURE _____ DATE SIGNED (MM/DD/YYYY) _____



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Event Registration Form

Adult Support

Event Information

EVENT NAME _____ EVENT DATE(S) _____

START TIME _____ END TIME _____ LOCATION _____

PRIVACY: The personal information collected with this form is used by the Federation of BC Youth in Care Networks (the Fed) to ensure the safety and well-being of all participants at the Fed event. We may need to contact you/your guardian (social worker) to clarify or ask questions about things you put on this form so we can determine what kind of supports you need. We may also need you to help us identify additional supports (i.e. a support person) to attend the Fed event. The contact information you provide is also used to send updates and information to you throughout the planning process. This information will not be shared with individuals or other organizations. For more information, check the website or contact the office at info@fbcyicn.ca, 604.527.7762 or 1.800.55.8055 (toll-free).

IMPORTANT: Leaving any question blank is not an option. If any question is blank, the registration form will be considered incomplete and will not be considered for approval. Filling out this application form does not guarantee approval to attend any events. Please notify the Fed of any changes to medication, mental health or emergency contact information that occur after you submit this form.

Adult Contact Information

FIRST NAME _____ LAST NAME _____

BIRTH DATE (MM/DD/YYYY) _____ AGE _____ MY GENDER IS _____

MY PRONOUNS ARE (EX. SHE/HER/HERS) _____ ADDRESS _____

CITY _____ PROVINCE _____ POSTAL CODE _____

PHONE _____ PHONE (2) _____ EMAIL _____

What's the best way for us to contact you?

PHONE EMAIL FACEBOOK OTHER (PLEASE SPECIFY) _____

Emergency Contact Information

The person named below must be available 24 hours a day for the entire event in case of emergency, and must be over 19.

FIRST NAME _____ LAST NAME _____

RELATION _____

ADDRESS _____

CITY _____ PROVINCE _____ POSTAL CODE _____

PHONE _____ PHONE (2) _____ EMAIL _____

Travel Details

- You will arrive at the event independently.
- You will need a seat on the bus from the Fed office and back from the Fed office.

Youth Travelling with You

Please provide the names of any youth travelling with you or youth that you will be directly supporting.

FIRST NAME _____ LAST NAME _____

FIRST NAME _____ LAST NAME _____

FIRST NAME _____ LAST NAME _____

FIRST NAME _____ LAST NAME _____

FIRST NAME _____ LAST NAME _____

FIRST NAME _____ LAST NAME _____

FIRST NAME _____ LAST NAME _____

FIRST NAME _____ LAST NAME _____

Criminal History

Please attach a valid Criminal Record Check.

Health Information

This information is collected to ensure the safety, health and well-being of all participants at the Fed event. It is important that all the questions are answered honestly and completely. The Fed can only provide appropriate support, assistance and intervention based on the information provided. Leaving a question blank is not an option as the Fed must be aware of all health information. If we discover we have not been advised of important health information in advance, the Fed reserves the right to refuse a participant from attending the event.

CARE CARD NUMBER (MUST PROVIDE IN CASE OF EMERGENCY) _____

Note: If there is not enough room on this form to list all the medications you will bring to the event, please attach a separate list. This information is collected in case of emergency.

Do you have any dietary restrictions (personal preferences do not count)?

- NONE**
- VEGAN
No animal products
- VEGETARIAN
No meat
- LACTO-OVO VEGETARIAN
Will eat dairy and eggs
- NO RED MEAT
- NO PORK
- NO POULTRY
- NO SEAFOOD
- NO DAIRY
- NO NUTS
- OTHER (PLEASE SPECIFY): _____

Note: If there is nothing marked down on the registration form, you will not be provided a special dietary meal at the event. A list is kept by the Fed staff of who has dietary restrictions and this list will be enforced.

Do you have any allergies (check all that apply)?

- NONE**
- HAY FEVER (PLEASE SPECIFY) _____
- ANIMALS (PLEASE SPECIFY) _____
- INSECTS (PLEASE SPECIFY) _____
- MEDICATIONS (PLEASE SPECIFY) _____
- FOOD (PLEASE SPECIFY) _____
- OTHER (PLEASE SPECIFY) _____

Do you take medication for any your allergies?

- YES *If yes, provide some information about your medication(s):*
 - Name _____ Dose _____ Time(s) _____
 - Name _____ Dose _____ Time(s) _____
 - Name _____ Dose _____ Time(s) _____
- NO

Health Information Continued

Do you have any medical health conditions (check all that apply)?

NONE

ASTHMA

HEPATITS A/B

ARE YOU PREGNANT? *If yes, how far along?*

DIABETES

HEPATITIS C

HEART DISEASE

HIV/AIDS

OTHER HEALTH CONDITION NOT LISTED:

EPILEPSY

ADDICTION

Do you take medication to treat your health conditions?

YES *If yes, provide some information about your medication(s):*

Name _____ Dose _____ Time(s) _____

Name _____ Dose _____ Time(s) _____

Name _____ Dose _____ Time(s) _____

NO

Do you have any visible or invisible disabilities you would like us to know about?

YES *If yes, please identify any supports you would need to perform your role.*

NO

Do you have any mental health concerns or conditions (check all that apply)?

NONE

ADD/ADHD

OCD

ANGER ISSUES

OTHER MENTAL HEALTH
CONDITION NOT LISTED:

ANXIETY

FASD

SCHIZOPHRENIA

DEPRESSION

SELF-HARM

EATING DISORDER

Do you take medication to treat your mental health concerns or conditions?

YES *If yes, provide some information about your medication(s):*

Name _____ Dose _____ Time(s) _____

Name _____ Dose _____ Time(s) _____

Name _____ Dose _____ Time(s) _____

NO

Do you have any other needs or concerns that the Fed should be aware of or may need to pay special attention to?

YES *If yes, please describe.*

NO

Federation of BC Youth in Care Networks Values Code

The Fed Values Code is an evolving document that is a collection of values that all youth members, participants, staff and adult supports are accountable to when attending or participating in Fed run programs, events, outings, and social media. Disregard for the Values Code will have consequences that may include removal from an event or activity and future events or activities. The Fed staff are committed to ensuring that Fed events are safe and comfortable for all youth to participate in.

The Fed Values: Acceptance and Tolerance

Accept people for who and what they are and their experiences. Recognize that even if we disagree, we can still have positive and meaningful connections.

The Fed Values: Kindness and Consideration

Respect inclusive and preferred pronouns and avoid the use of derogatory language. Express yourself with respectful words. Hate speech, offensive language and discrimination of any kind (gender, race, sexuality, age, religion, ability, size etc.) is not tolerated and will result in one warning, followed by removal from the Fed event or space if the behavior continues. Examples of derogatory language: "That's so gay" - offensive to the LGBTQ2S Community; "You guys" - offensive to gender non binary and gender non-conforming youth; "That's crazy"- offensive to those with mental health struggles.

The Fed Values: Participation and Cooperation

While participating in a Fed event, engage in the ways you are able to, stay on site for the duration of the event, listen to staff/adult support instructions and ask for a break/space if you need it.

The Fed Values: Discretion

Respect the boundaries, privacy and personal space of others. Sexual contact is not appropriate while at Fed events. Physical contact and taking photos of someone can make them uncomfortable; let's minimize this by asking before touching each other and asking before taking photos.

The Fed Values: Gratitude

If you appreciate someone for their words or actions, let them know!

The Fed Values: Honesty

Lying and stealing create an adverse and unsafe environment. Please help maintain the positivity of Fed events by employing honesty. Always feel free to express your honest opinions or concerns.

The Fed Values: Spaces free of prohibited substances

Leave alcohol and illicit drugs at home and sign in all medication to staff. Be mindful that there are folks in recovery, and they should not have to be worried about exposure and relapsing in this environment. Be mindful that there are underage youth at Fed events. The use of prohibited drugs or misuse of prescription drugs will result in immediate removal from the Fed event with a follow up meeting to decide participation in future Fed events. Please note that while attending Fed events no members, alumni, staff, adult supports or board members can enter age exclusionary establishments like bars and clubs. Example of prohibited use or misuse: being in possession of marijuana/alcohol, dosage abuse, selling or sharing prescription medication, selling cigarettes, consuming energy drinks, etc.

The Fed Values: Unity

We come together to make connections and great memories. Make an effort to include everyone and empower one another to do our personal best. Be willing to meet people where they are at. Work to understand that our individual experiences and trauma impact us all differently.

The Fed Values: Safety and Privacy

Fed events are a safe space for all. Weapons and violent or aggressive words, actions or threats will not be tolerated. We respect everyone's right to privacy. Youth cannot enter rooms/cabins to which they are not assigned.

The Fed Values: Confidentiality

The Fed respects folks' confidentiality and consent. Be mindful when taking photos and sharing stories at Fed events. Not everyone consents to having their photos and/or stories shared publicly (i.e. social media). Our goal is to create an environment where youth feel empowered to share their stories without fear of it being shared without their consent.

The Fed Values: Respect for the shared space and land we use

The Fed acknowledges that many of our events take place on unceded territories in BC. We will honor the land we use by leaving it as we found it, and respecting others that use the space.

Note: Breaking a rule under the Values Code will result (at minimum) in the participant not being invited to attend the next networking event; further consequences may be applied depending on the circumstances. If you have a question or concern about any of the rules outlined in our Values Code, or how they apply to you or any other participant, please speak to a Fed staff member, Board member or an identified adult support person immediately.

By signing below you acknowledge that you have read the Values Code. Any violations that occur upon arriving at the Fed event will be taken seriously and acted upon accordingly.

SIGNATURE _____ **DATE SIGNED (MM/DD/YYYY)** _____

By signing below, I understand that:

1. My participation may be restricted, or I may be required to leave the event if the questions on this registration form have not been answered completely and honestly or if I break the Values Code.
2. If I do require special attention or do need a caregiver for daily activities that it is my responsibility to have someone available for my needs.
3. I must tell the Administrative Coordinator of any changes to the information provided on the registration form BEFORE my arrival at the event.
4. If I am under 19, the Fed may contact my caregiver and/or social/youth worker to confirm the information provided.
5. By signing, I confirm that all information provided on the registration form is accurate and complete and that I have read and understand the Values Code.

SIGNATURE _____ **DATE SIGNED (MM/DD/YYYY)** _____

Adult Support Event Subsidy

If you want to discuss potential subsidy options as an adult support, please email Shannon Dolton at shannon.dolton@fbcyicn.ca



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Media Consent Form

During events and activities hosted by the Federation of BC Youth in Care Networks, such as Steering Committee Meetings, Holiday Parties, Awards Ceremonies, Special Events, etc., we take photos/videos/audio recordings that include young people, alumni, and adults. We use these photos/videos/audio recordings in our Power Pages magazine, on our website, in reports, and sometimes in information sheets and brochures. It is Fed policy that names, ages or addresses are not used to identify youth under the age of 19 in these photos/videos/audio recordings. Social workers, please note that this is in line with MCFD policy for children and youth in care.

Consent: I hereby give the Federation of BC Youth in Care Networks, its employees and those acting with its authorization the right and permission to use and/or publish photos/videos/audio recordings of me as outlined below. I hereby waive any right to inspect or approve the finished media. Signing this form will be deemed as consent with the above. A parent or guardian must sign this release form if the individual photographed/video is under the age of 19 years. If the youth/participant are under the age of 19 both signatures of participant and guardian must be signed.

I hereby authorize the Federation of BC Youth in Care Networks to allow photos/videos/audio recordings to be taken or used for the following (select yes or no):

- YES NO Power Pages & magazines (including covers)
- YES NO Reports & info sheets (including covers)
- YES NO Promotional materials or videos (brochures, posters, presentations, ads, etc.)
- YES NO FBCYICN website
- YES NO FBCYICN social media (Facebook, Instagram, Twitter, YouTube)

Note: We will do our best to ensure youth's privacy is respected but we cannot control other youth posting photos/videos/audio recordings to social media.

FIRST NAME _____ LAST NAME _____

BIRTH DATE (MM/DD/YYYY) _____ AGE _____ MY GENDER IS _____

MY PRONOUNS ARE (EX. SHE/HER/HERS) _____ ADDRESS _____

CITY _____ PROVINCE _____ POSTAL CODE _____

PHONE _____ PHONE (2) _____ EMAIL _____

YOUTH SIGNATURE _____ DATE SIGNED (MM/DD/YYYY) _____

GUARDIAN SIGNATURE _____ DATE SIGNED (MM/DD/YYYY) _____

If consent is not given, please indicate why:

- Court-ordered restriction
- Immediate safety concern
- Other (please specify): _____

Please note that if you have given consent and want it changed, you must notify us immediately.

Phone: 604-527-7762
Email: info@fbcyicn.ca



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SCM Adult Support Volunteer Roles & Responsibilities

Please check off all of the following that you would be qualified or interested in doing in your adult support capacity at the SCM.

- Adult support person for the young people that have travelled with me
- Positive role model and support for participants (i.e. make sure participants feel safe, welcomed and engaged with others)
- Organize and help with camp clean ups (i.e. after meals)
- Help to keep participants organized and on time (i.e. directing participants to workshops, rounding up folks from breaks/mealtimes, etc.)
- Cabin wake-ups
- Cabin checks throughout the day
- Head counts throughout the day
- Consultation/workshop supports (i.e. setting up space, note-taking)
- Setting up evening activities and special events
- Coordinate and facilitate evening and free time activities

What activities would you be willing to facilitate?

- Assistant first aider (must provide valid first aid certification)
- Drive youth to airport/ferry if they choose/need to leave early
- Drive youth with non-emergency health concerns to hospital/doctor
- Designated support adult for Indigenous youth
- Designated support adult for LGBTQ2S+ youth
- Other (please list)

Please identify additional skills, interests, strengths and experiences you can offer as a supportive adult at the SCM (i.e. driver's license, non-violent crisis intervention training, naloxone training, etc.).

Are there any roles that you feel you would not be comfortable doing as an adult support?

SIGNATURE _____ **DATE SIGNED (MM/DD/YYYY)** _____



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Member & Adult Support Relationship Policy

Purpose

To minimize risk and ensure safety for youth members, adult supports and the FBCYICN.

General Policy

Adult supports (volunteer outside agency or Fed Alumni 25+) must declare any personal relationships with young people who are involved with, or key to our organization and are not permitted to enter in any romantic and/or sexual relationships with a youth member while they are an adult support with FBCYICN. Adult supports are also encouraged to not have any personal contact with members outside FBCYICN events and activities.

Policy and Procedure Details

- Adult supports must declare to the Host Agency Liaison, or the Local Development Coordinator any personal relationships with young people who are involved with or key to our organization at the beginning of the volunteer position.
- Adult supports must follow FBCYICN Conflict of Interest guidelines with all declared personal relationships.
- While volunteering with FBCYICN adult supports cannot enter any romantic and/or sexual relationships with members.
- Adult supports should not give out any personal phone numbers or e-mail addresses to members.
- Adult supports should not add members to their personal social media accounts, but can create separate, professional accounts for either their FBCYICN work and/or professional work outside FBCYICN.
- Adult supports are encouraged to not have any personal contact with members outside FBCYICN events and activities. If an adult support and member would like to be in contact outside of FBCYICN approval/notice must be given by supervising staff or the Executive Director. The following are reasons that may be approved:
 - › Working with the member in another professional capacity
 - › Developing a mentorship relationship with the member
 - › Providing resources to a member

Reference Documents: Conflict of Interest Guidelines

Date Created: 05/11/06

Date Revised: 7/13/18

SIGNATURE _____ DATE SIGNED (MM/DD/YYYY) _____