



Big Brothers Big Sisters.ca



Boys & Girls Clubs
of Canada



Delegate Confirmation Package

In this package you'll find:

- General information about YOUth in Office 2017
- At-a-glance schedule
- Tips to prepare
- A "What to Bring" list
- Forms that must be completed and signed by you and your parent/guardian





**Greetings from Big Brothers Big Sisters of Canada
and Boys and Girls Clubs of Canada!**

You got the job (shadowing)!

We are extremely excited to inform you that you have been selected to take part in our **YOUth in Office: Job Shadowing Day on Parliament Hill**.

This year's **YOUth in Office** takes place from **November 5th to the 8th** on Parliament Hill in Ottawa. Big Brothers Big Sisters of Canada (BBBSC) and Boys and Girls Clubs of Canada (BGCC) have created this day to allow opportunities for you to learn, first hand, about the career options available to you and to help you engage with Canada's democracy.

We have invited Members of Parliament to host you for one day and provide you with a workplace experience in politics – from Parliamentary Assistant, Communications Director, to Policy Advisor, Member of Parliament, Party Leader, and Minister.

You'll also meet other youth from across the country who are interested in politics and the opportunities that exist for youth to make a meaningful contribution.

We ask that you...

Attend leadership training. Plan to be in Ottawa from November 5th to 8th.

Be prepared. Sign the forms, attend the training, and participate fully in activities.

Open your eyes to the opportunities Canadians have to serve our democracy.

Ask questions. Take advantage of this time to learn.

Share what you've learned with others through social media, by writing an article or by creating a short video – we're open to your ideas. We'll also ask you to host a democracy talk in your community when you get back home. In the meantime, **join the facebook group** and get to know other participants: <https://www.facebook.com/groups/1148218528611654/>

We can't wait to welcome you on your first day!

Joelle & Rachel

Big Brothers Big Sisters of Canada & Boys and Girls Clubs of Canada



IMPORTANT INFORMATION

If you are traveling from outside of Ottawa:

Your Big Brothers Big Sisters or Boys and Girls Club staff will have information about your travel arrangements. Be sure to speak to them so that you (and your parents/guardians) will know when you're leaving and when you'll be home.

If you are in Ottawa:

Speak to your staff to find out (and be sure to tell your parents/guardians) where and when you will meeting the group and returning home.

Parent/Guardian Information:

Enclosed is a parent/guardian information sheet. Please be sure to fill it in and **leave it for someone at home.**

Preparing:

In this package, you will find a few ideas about how to prepare for your day on Parliament Hill. Your Big Brothers Big Sisters agency or Boys and Girls Club can also help you to get ready. While you are in Ottawa you'll build your media skills, brush up on your networking skills, join a Democracy Talk, learn what to expect on the big day, & more...

Supervision:

We're all responsible for making sure that everyone has a fun and professional time on Parliament Hill. Please listen to each other, follow the plan, make professional decisions, and let Joelle, Rachel, your Agency or Club staff know if you need some help or guidance – that's what we're there for!

Valuables:

We invite you to bring your gadgets with you for YOUth in Office. It's up to you what you bring (or if you bring anything at all), although we request that cell phones, etc. only be used at designated times – we don't want to create distractions in MP offices. **Big Brothers Big Sisters of Canada and Boys and Girls Clubs of Canada are not responsible for any lost or stolen items.**



YOUTH IN OFFICE AT A GLANCE: TENTATIVE

Sunday, November 5th	
3:00pm + Youth Arrival Lunch 1:00pm – 8:30pm YOUth In Office delegation training	Skill development for the youth leads Touch Base meeting of full agenda Airport welcoming/hotel check in Meet and Greet delegation Scavenger hunt (weather dependant)
Monday, November 6th	
9:00 am – 9:30 pm Welcome, meet & greet, training and skill-building Held at the Lord Elgin Hotel, 100 Elgin St, Ottawa, ON K1P 5K8	Meet all the participants Media training Presenting yourself & networking Join a democracy Talk & more...
10:00 pm Hotel	Rest up! It's going to be a busy day
Tuesday, November 7th	
6:30am Meet in lobby of your Hotel *We are all leaving together	Big Brother Big Sister youth meet in the lobby of the Lord Elgin hotel and you will walk together to the reception location (bring comfy shoes)and a jacket Boys and Girls Club Youth will meet in the lobby of the Crown Plaza to catch a shuttle to the reception location
7:30am – 8:30am Reception	MPs, staff and youth will find their match and stay for the reception
8:30am – 12:00pm Job Shadowing	Youth spend time in the office with the MP and his or her staff.
12:00 pm – 1:00 pm Lunch	Youth eat with the MP and/or their staff
1:00 pm – 2:15pm Job Shadowing	Youth spend time in the office with the MP and his or her staff.
2:15 pm – 3:00pm Question Period	Youth attend Question Period and listen to Parties debate in the House of Commons.
3:00pm – 5:00pm Wrap up & thank you Room TBC *We will travel together following Question Period	Youth gather after question period to debrief, prepare thank you cards for their hosts, complete surveys and say goodbye.
4:00pm – 6:00pm Airport	Ottawa airport heading home
Wednesday, November 8th	
6:00am – 10:00am	Airport heading home



WHAT TO WEAR

The list below is a list of what to bring and options for what to wear on Parliament Hill. Please use your own experience to customize the list to your preferences. Check weather reports for Ottawa to make sure you'll have what you need.

Must Bring:

1. Health Card
2. ID/Photo ID (government issued) ***You need identification to be allowed into Parliament buildings. Your birth certificate and student card will do the trick. Or a driver's license or passport.**
3. Appropriate clothes and shoes to wear during your job shadowing day – you are required to look professional. See point about clothing below.

Traveling to Ottawa? Here's a suggested packing list:

- Deodorant
- Toothbrush & toothpaste
- Hair brush
- Hair products: shampoo, conditioner, etc.
- Feminine hygiene products (if applicable)

Clothing:

We want you to be comfortable, so casual attire is fine for the orientation sessions and the night before the Job Shadowing Day. However, we do ask that **for the day on Parliament Hill (including the morning reception and debrief sessions) you wear something professional. For example a suit or dress pants, skirt, blouse, dress shoes. If you need help with this, connect with your Agency or Club staff.**

Optional:

- Raincoat/poncho or umbrella
- Book/magazine
- Writing materials

Miscellaneous:

- Money: If you wish to bring some spending money, this is up to you.

Please note: Cameras, iPads, cell phones, etc and all other items are brought at your own risk. **BIG BROTHERS BIG SISTERS OF CANADA AND BOYS AND GIRLS CLUBS OF CANADA ARE NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.**



PARENT INFORMATION SHEET

This form is to be filled out and left with the parent/guardian of the youth attending YOUth in Office.

Name of youth attending the forum: _____

Delegate's cell phone number (if bringing a cell): _____
(For emergency only)

Accommodation Information:

- **Big Brothers Big Sister** Youth will be staying at the **Lord Elgin**, at 100 Elgin St, Ottawa Ontario K1P 5K8
- **Boys and Girls Club** Youth will be staying at the **Crowne Plaza**, Gatineau-Ottawa at 2 Montcalm Street, Gatineau, QC, J8X 4B4

Big Brothers Big Sisters of Canada and Boys and Girls Clubs of Canada Staff Contact Information:

Joelle Lewis
Big Brothers Big Sisters of Canada
 National Director, Government and Stakeholder Relations
 Phone: 905-639-0461 x 45
 Cell: 519-440-1246

Rachel Gouin
Boys and Girls Clubs of Canada
 Director, Research and Public Policy
 Cell: 613-791-0361

FLIGHT INFORMATION

Please visit <http://www.westjet.com> to search flights options and then complete the following form. We are suggesting participants arrive in Ottawa mid-afternoon on November 5th and depart by noon on November 8th, if possible.

Legal name (the name on your passport or driver's license)	
Agency name.	
Cell phone number.	
Work phone number.	
Special requests (eg. Accessibility needs)	

FLIGHT TO OTTAWA	
• Departure city and airport (eg. Vancouver, YVR to Ottawa)	
• Flight Number (1 st choice if available)	
• Flight Number (2 nd choice if available)	
• Arrival city and airport (eg. Toronto Pearson, YYZ from Ottawa)	
• Departure date.	

• Departure time. (1 st choice)	
• Departure time (2 nd choice)	

RETURN FLIGHT (FROM OTTAWA)	
• Arrival city and airport (eg. Ottawa to Vancouver, YVR)	
• Departure date	
• Flight Number (1 st choice if available)	
• Flight Number (2 nd choice if available)	
• Departure time. (1 st choice)	
• Departure time (2 nd choice)	

If you are travelling by bus/car/train – your travel details are below:

ACCOMMODATION CONSIDERATIONS

Please identify if you have any specific requirements for accommodations that should be considered (i.e. religious, physical needs, etc). We will do our best to accommodate.

HOSPITALITY NEEDS

If you have any food allergies or preferences please identify them here



CHECKLIST FOR PARENTS

Please make sure the following forms are read and completed by delegates and their parent/guardian:

Delegate Participation Guidelines

- Must be signed by the youth attending YOUTH in Office.

Delegate Waiver

- Must be signed by the parent/guardian of youth attending YOUTH in Office, **even if the delegate is 18.**

Medical Release and Parental/Guardian Permission form:

- Must be signed by the parent/guardian of the youth attending YOUTH in Office **even if the delegate is 18.**

Assumption of Risk and Responsibility form:

- Each statement must be initialed by the **youth** attending **and their parent/guardian.**
- Must be signed by the youth attending YOUTH in Office.
- Must be signed by the parent/guardian of the youth attending YOUTH in Office **even if the delegate is 18.**
- Must be signed by a Club or agency staff or the Executive Director.

Authorization for Treatment form:

- Must be signed by the parent/guardian of the youth attending YOUTH in Office **even if the delegate is 18.**

***All waivers and forms must be completed and returned to Big Brothers Big Sisters Janet Clark, janet.clark@bigbrothersbigsisters.ca or Boys and Girls Club Rachel Gouin rgouin@BGCCAN.com
You will not be able to participate in YOUTH in Office without them.***



PARTICIPATION GUIDELINES

In an effort to ensure and promote YOUth in Office as a positive and enjoyable growth experience for all, it's necessary to establish and maintain high standards of behaviour and conduct. These standards have been developed with the input and support of youth and adults. We hope that you will support, commit to, and encourage these guidelines!

As a delegate/participant, I will:

- Support the mission and values of Big Brothers Big Sisters, and of Boys and Girls Club and demonstrate this support through positive conduct;
- Participate collaboratively with other youth, represent myself positively and respect self and others at all times;
- Stay within YOUth in Office designated meeting areas at all times, and respect agreed meeting times and curfews;
- Attend all planned events, participate fully and remain in attendance from beginning of the day to the end;
- Respect all personal property, and adhere to the guidelines noted below;
- Seek to ensure that fellow participants feel included and comfortable during YOUth in Office 2017 and have fun!

As a delegate/participant, I will not:

- Bring any snacks or foodstuffs with me (to prevent issues related to severe allergies, such items are prohibited);
- Smoke cigarettes, unless in the designated smoking area;
- **Use alcohol or drugs. The use of alcohol or drugs by any delegate is strictly prohibited. Such an offence may result in immediate dismissal from YOUth in Office.**
- Enter, for any purpose, the room/ residence of any other delegate, or engage in any sexual conduct;
- Treat others disrespectfully, or engage in behaviour that might be deemed as harassment or violent. Abusive behaviour (physical or verbal) directed at another individual may result in dismissal from YOUth in Office.

All participants are responsible for their own belongings. Due to the nature of the accommodations (shared), bringing valuables (iPod/MP3 players, cameras, jewellery, money, etc.) is not recommended. Big Brothers Big Sisters of Canada and Boys and Girls Clubs of Canada will not be responsible for lost or stolen items.

You are a representative of your respective Boys and Girls Club or Big Brothers Big Sisters, and as such, are expected to conduct yourself accordingly at all times. YOUth in Office represents an extraordinary life experience and opportunity. Participating youth delegates are encouraged to seize this opportunity, in a manner that reflects the values and mission of Big Brothers Big Sisters of Canada and Boys and Girls Clubs, and to have fun!

I have read, understood and agree to the YOUth in Office 2017 Delegate Guidelines and I realize the consequences if I choose to disregard the set out guidelines.

Name of Delegate _____ Signature of Delegate _____



Big Brothers Big Sisters.ca



Boys & Girls Clubs
of Canada

DELEGATE WAIVER FORM *All fields are mandatory.

GENERAL INFORMATION

Delegate's Full Name: (Please write clearly)	
Address:	
City and Province:	
Postal Code:	
Home Phone:	
Cell Phone:	
Email Address:	
Birth Date (DD/MM/YY):	
Age:	

EMERGENCY CONTACT INFORMATION

Name of Emergency Contact:	
Home Phone:	
Business Phone:	
Cell Phone:	
Family Doctor Name:	
Family Doctor Phone Number:	
Provincial Health Card Number:	

Parent/Guardian Name: _____ Parent/Guardian Signature: _____

Date: _____



Big Brothers Big Sisters.ca



Boys & Girls Clubs
of Canada

MEDICAL RELEASE AND PARENTAL PERMISSION FORM

This form must be completed by a parent or guardian even if the delegate is 18.

I, _____ (parent/guardian) of _____ (youth name) do hereby consent to the said youth attending and participating in the Big Brothers Big Sisters of Canada and Boys and Girls Clubs of Canada, YOUth in Office November 5th, 6th, 7th and 8th 2017 in Ottawa.

I am aware that some activities could have an effect on the health and safety of the youth, even though supervision and guidance is provided by Big Brothers Big Sisters of Canada and Boys and Girls Clubs of Canada staff, and other local Big Brothers Big Sisters and Boys and Girls Club staff.

I am aware that youth participants travelling to the meeting (by plane/train/bus/car) will either be accompanied by, or met at their destination by Big Brothers Big Sisters or Boys and Girls Club staff.

I agree to give Big Brothers Big Sisters of Canada and Boys and Girls Clubs of Canada permission to take pictures of the said youth participant while participating in YOUth in Office for the purpose of advertisement, promotion and future publicity and awareness campaigns.

Big Brothers Big Sisters of Canada and Boys and Girls Clubs of Canada staff reserve the right to dismiss or restrict the said youth from participation in the activities, or send the youth home if his/her conduct or behavior has been deemed disruptive, inappropriate, or threatens the safety of fellow participants or his/herself.

I, _____ (parent/guardian name) have fully read the above text and willingly sign this waiver/release understanding fully its importance and significance.

Parent/Guardian Signature: _____

Date: _____

*Please be advised that the information you provide will not be shared, traded, sold or used in any manner not explicitly approved by you. If you have any questions or concerns regarding Big Brothers Big Sisters of Canada and your privacy, please contact 1-800-263-9133. If you have any questions or concerns regarding Boys and Girls Clubs of Canada and your privacy, please visit our site at www.bgccan.com or contact our Privacy Officer at privacyofficer@bgccan.com.



Big Brothers Big Sisters.ca



Boys & Girls Clubs
of Canada

AUTHORIZATION FOR TREATMENT

In the event of an accident or apparent illness, I/we irrevocably authorize the Big Brothers Big Sisters of Canada and Boys and Girls Clubs of Canada staff or volunteers to secure emergency medical services and treatment, if in their judgment such services or treatment are necessary. I understand that in the event of a medical emergency every effort will be made to contact family, parents or partners.

Delegate's Name: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

*Please be advised that the information you provide will not be shared, traded, sold or used in any manner not explicitly approved by you. If you have questions or concerns regarding Big Brothers Big Sisters of Canada and your privacy, please contact 1-800-263-9133. If you have any questions or concerns regarding Boys and Girls Clubs of Canada and your privacy, please visit our site at www.bgccan.com or contact our Privacy Officer at privacyofficer@bgccan.com.



Big Brothers Big Sisters.ca



Boys & Girls Clubs
of Canada

Media Consent Form – CHILD/YOUTH

Name of Child/Youth: _____

Agency or Club where Child/Youth is a member: _____

Dear Parent or Guardian, Your child may participate in an event or activity run by Big Brothers Big Sisters of Canada and Boys and Girls Clubs of Canada where photos, video or audio of participants may be taken for promotional, educational, and/or fundraising purposes. Please read this Media Consent Form carefully and indicate below your permission.

SECTION 1 – CHILD/YOUTH (18 YEARS OR UNDER) MEDIA CONSENT

* I hereby give Boys and Girls Clubs of Canada, Big Brothers Big Sisters of Canada consent to use and reproduce my child's/youth's (print name of child/youth) _____ first name/image for promotion purposes related to Big Brothers Big Sisters of Canada, Boys and Girls Clubs of Canada, its member Clubs and Agencies and/or external partners. My child's/youth's first name(unless otherwise authorized)/image may be published or used in newspapers, promotional videos, television commercials, program brochures, posters, on World Wide Web or otherwise displayed to the public or used for other educational/fundraising purposes, either in whole or in part by Big Brothers Big Sisters of Canada, Boys and Girls Clubs of Canada, its member Agencies and Clubs, and/or external partners. I release Big Brothers Big Sisters of Canada, Boys and Girls Clubs of Canada, and their agents from any and all claims, of any nature, based on any uses of the above.

I Accept

I Decline

I certify that I am over 18 years of age and am under no legal or contractual disability to grant the rights and license above.

Print name: _____

Parent/Guardian Signature

Date

SECTION 2 - CONFIDENTIALITY CONCERN

* If you have a safety concern regarding your child/youth and **do not** want your child's name/image used for the purposes stated above, please indicate here: I Decline

Child's/Youth's Name

Date

*** Note: It is the parent/guardian's responsibility to notify the office if the status of this consent changes.**



Big Brothers Big Sisters.ca



Boys & Girls Clubs
of Canada

Consent to Share Information – CHILD/YOUTH

Name of Child/Youth: _____

Agency or Club where Child/Youth is a member: _____

Dear Parent or Guardian,

The Member of Parliament has requested contact information regarding your child to send a letter, note following the event run by Big Brothers Big Sisters of Canada and Boys and Girls Clubs of Canada.

* I hereby give Boys and Girls Clubs of Canada, Big Brothers Big Sisters of Canada consent to release contact information for my child's/youth's (print name of child/youth)_____ for purposes related to Big Brothers Big Sisters of Canada, Boys and Girls Clubs of Canada, YOUth In Office Event thank you/follow up letter if their Member of Parliament missed them on the day of the event. I release Big Brothers Big Sisters of Canada, Boys and Girls Clubs of Canada, and their agents from any and all claims, of any nature, based on any uses of the above.

I Accept

I Decline

I certify that I am over 18 years of age and am under no legal or contractual disability to grant the rights and license above.

Print name: _____

Address: _____

E-Mail Address: _____

Parent/Guardian Signature

Date



HOW TO PREPARE

DISCOVER who your Member of Parliament is and google them! Search for your MP using your postal code:

<http://www.lop.parl.gc.ca/ParlInfo/Compilations/HouseofCommons/MemberByPostalCode.aspx?Menu=HOC>

DISCUSS your thoughts & questions with staff and mentors at your Big Brothers Big Sisters agency or Boys and Girls Club.



CHECKLIST

HAVE YOU:

- Brought all of your completed and signed forms to your Agency or Club? (Participation Guidelines, Delegate Waiver, Medical and Parental Permission, Assumption of Risk and Responsibility, and Authorization of Treatment)?
- Packed everything you'll need for the day including dress clothes for your work day?
- Brought any medications you might need?
- Brought your Health Card?
- Brought a piece of government issued picture ID? ***you need this to get into Parliament buildings (birth certificate or citizenship card + school id, driver's license, passport, etc)**
- Left the parent information sheet for someone at home?
- Checked where and when to meet your group?
- If you are traveling with another Agency or Club, do you know the name of the Staff Advisor, which Agency or Club they are from and their contact information?
- Informed your school/teachers of your absence?

See you in Ottawa!