



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

Summer 2019

Dear Summer Teen Volunteer and Parent/Guardian,

The Chinatown YMCA would like to thank your youth for their interest in our Summer Volunteering program. Once your child has advanced through the preliminary year of Counselor in Training or has obtained experience in working with youth, we will dedicate time to develop them further into positive leaders of youth and their peers. Our volunteer program trains your youth to be positive role models and further the skills necessary in becoming great leaders.

All Summer Teen Volunteers must fill out an application form. After the application form is submitted, a time will be scheduled for a first meeting. Teens shouldn't be nervous, this meeting is more for us to get to know the teen volunteer, talk about expectations, and really get to know what they want from their experience.

On Wednesdays, we will dedicate the time between 4:30pm to 6:00pm at the Chinatown YMCA for a workshop that will allow our volunteers an opportunity to bond with each other, as well as work together to build on their leadership potential.

Please be aware that often times, we might ask our volunteers to run errands that will take them off the Gordon J. Lau Elementary School and Chinatown YMCA campuses. We trust our youth to be responsible, but if they run errands outside of the time of what is expected, their privilege will be revoked. Depending on the severity of the violation as listed in the Code of Conduct, they may be suspended or expelled. These errands will not extend beyond the parameters of Chinatown. **Below this letter is a permission slip to be returned by your youth.**

Attached is a packet you and your teen must complete before they begin their volunteer experience. Enclosed are the Teen Code of Conduct, Program Membership Form, and Volunteer Application. If you have any questions or concerns, please feel free to contact me. We look forward to providing the best experience and opportunities for your teen to grow as the role models for our youth and their peers.

Thank you,

Denise Hung  
Camp and Teen Programs Director  
415-748-3546  
[dhung@ymcasf.org](mailto:dhung@ymcasf.org)

Please return bottom half.



\_\_\_\_\_  
Parent's/Guardian's Printed Name

\_\_\_\_\_  
Youth's Name

\_\_\_\_ I give my child permission to leave campus.

\_\_\_\_ I **DO NOT** give my child permission to leave campus.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



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暑假 2019

親愛的暑期青少年義工和家長/監護人，

華埠青年會非常感謝大家對我們暑期義工項目感興趣。您的孩子一旦通過了輔導員的初步培訓或者有青少年工作背景，我們將會繼續進一步培養他們成為未來積極的青少年領導和夥伴。我們的義工項目培訓青少年成為正能量的模範，發展他們成為偉大領袖的必備技能。

所有的暑期青少年義工將會填寫一份申請表。提交表格後，我們會安排時間跟他們見面。青少年不必感到緊張，這個面試只是讓我們能夠更好地瞭解義工，談談他們的期望，真正地瞭解青少年，以及他們想要獲得的經驗。

每個星期三，我們將會在下午 4:30-6:00 在華埠青年會舉行研討會，讓義工們有機會跟同齡人溝通，共同打造自己的領導潛力。

請注意，通常情況下，我們會安排義工們到劉貴明小學或華埠青年會以外的地方完成任務。我們相信青少年就是要學會負責任，但是如果發現他們完成任務的時間超過預期，特權就會被撤銷。根據行為準則中所列的嚴重程度，他們可能會被暫停或者開除。出差的範圍不會超出唐人埠。橫線下面是你需要填寫並交回的許可證。

在開始義工之前必須填寫附帶的文件表格。隨信附上青少年行為準則，項目會員表，和義工申請表格。如果您有任何問題或意見，請隨時跟我聯繫。我們期待為青少年提供最好的機會和經驗，在成長的過程中成為同齡人的榜樣！

謝謝，

Denise Hung  
青少年及露營項目部主任  
415-748-3546  
[dhung@ymcasf.org](mailto:dhung@ymcasf.org)

請填寫並交回橫線以下部分



\_\_\_\_\_  
家長或監護人姓名

\_\_\_\_\_  
孩子姓名

我同意我的孩子離開校區

我不同意我的孩子離開校區

\_\_\_\_\_  
家長或監護人簽名

\_\_\_\_\_  
日期



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**Chinatown YMCA**  
**Summer Teen Volunteer Application**

The Chinatown YMCA is host to a great many of opportunities for teens to volunteer and give back to their community. We have a diverse amount of opportunities for you but we have limited space.

**\*\*Please fill out this application for a one-on-one meeting to be able to fit you into a summer volunteering opportunity!**

Return completed form to: **Chinatown YMCA** 855 Sacramento St. San Francisco, CA 94108 by **May 31, 2018**. Please direct questions or concerns to: Denise Hung (415) 748-3546, [dhung@ymcasf.org](mailto:dhung@ymcasf.org).

\*Volunteer Training will be **Thursday, June 6th: 1:00pm-4:00pm** at the Chinatown YMCA

Name\_\_\_\_\_ Age\_\_\_\_\_

School\_\_\_\_\_ Grade\_\_\_\_\_

Contact Number\_\_\_\_\_ Email\_\_\_\_\_

Which summer program would you be interested in volunteering with? Please check all that apply.

- Aquatics: Swim Lesson Assistant: M-F 3:30pm- 5:30pm and Saturday, Sunday 9:00am-2:00pm
- Community Center: Family Time/Art: Saturday, 9:00am-1:00pm
- Day Camp: M-F June 10 - Aug 16 9:00am-4:00pm
- Food Bank: Thursdays 3:00pm-6:00pm
- Summer School: M-F June 10 - July 19 9:00am-4:00pm
- Other? \_\_\_\_\_

What is your experience with volunteering for youth?

What do you hope to learn in your volunteering experience?

What do you think are good characteristics of a role model for youth?

Of those characteristics, which of them best describe you and why?

Of those characteristics, which would you like to work on and why is that important to you?

How do you think volunteering for the Chinatown YMCA can help you get to where you want to be in the future?



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YMCA of San Francisco

Code of Conduct

Personal Safety

YMCA youth and teen programs are designed to provide safe enriching opportunities for young people in a variety of settings. The YMCA attempts to build a safe environment with "ground rules" that always include character values honesty, respect, responsibility, and caring. Every person has the right to feel emotionally and physically safe while participating in programs.

A high level of positive conduct is expected of all participants. Both youth and adults shall observe the Code of Conduct. There is no double standard.

Basic philosophy of responsible conduct

Each person is responsible for one's own behavior.

Participants will act responsibly to ensure that their own attitude is beneficial not only to themselves and their fellow participants, but also to ensure the continuation of YMCA teen programs.

Those who decide to be present when the violation occurs shall, by their own choice, be considered a participant in the violation. There are no innocent bystanders.

Infraction of the following code of conduct can result in expulsion from YMCA Programs and Facility

To ensure a safe environment, youth and adults must:

Treat all persons in and around program with mutual respect and without discrimination based on gender, sexual orientation, size, shape, religion, culture, socioeconomic differences. There is no tolerance for bullying.

Be a responsible ally to all those in and around program who may be experiencing discrimination.

Staff will keep conversations in confidence unless person(s) are in danger of harming themselves or others or is reporting an incident of physical, sexual, or emotional abuse.

Any act of vandalism, theft, destruction of property, or misuse of a facility may be an infraction and will be treated as such.

Intimate sexual behaviors are not allowed. This includes inappropriate and uninvited physical contact between any participants, staff members, or guests.

Possession, consumption, and or under the influence of alcoholic beverages and illegal drugs are strictly prohibited.

Entering facility while under the influence of alcohol or drugs is prohibited.

Smoking and/or the use of any tobacco products is not permitted.

Weapons of any kind and items that could cause injury or damage to participants and our property are strictly forbidden.

Activities that endanger the health and safety of yourself or others are unacceptable.

Strive to be examples to peers and community in core values of honesty, respect, responsibility, and caring.

Entrance to the facility is prohibited before 3:00pm during school days.

In the case of a serious incident involving youth participation in Sex, Smoking, Drugs, Alcohol (SSAD RULE) or acts that endanger the health and safety of the participants, Parents/Guardians will be expected to pick me up, or to pay for my transportation home, and no fee refund will be issued. All expenses and arrangements related to any disciplinary action are the sole responsibility of the participant's family.

I have read and agree to abide by the conditions of the Code of Conduct.

Printed Name	Date	Printed Name	Date
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Participant's Signature	Date	Parent/Guardian Signature	Date
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### 三藩市青年會 行為準則

#### 個人安全

青年會的青少年項目旨在為年輕人在多樣化的環境下提供安全豐富的機會。青年會試圖創造一個包含品德、價值觀、誠實、尊重、負責任和關心在內的「基本規則」的安全環境。每個人在參與項目時都有權利感到身心上的安全。

所有參加者都需要保持積極正面的品行。青少年和成人都應該遵守行為準則。沒有雙重標準。

#### 負責任行為的基本理念

每個人都需要對自己的行為負責。

參加者要表現負責任的行為以確保他們的態度不僅有利於自己和他們的同伴，也能確保青年會青少年項目的繼續。

當違規行為發生時，那些決定待在現場的人也應該被視為違規者。沒有所謂無辜的旁觀者。

違犯下列行為準則可能導致被青年會開除參與項目和使用設施的資格

確保一個安全的環境，青少年和成人必須：

尊重所有參加項目的人，並且不因性別、性取向、身型尺寸、體型、宗教、文化、社會經濟差異而有歧視。霸凌將不被寬容。

做一個可能受到歧視的人的盟友。

職員會將談話的內容保密，除非談話者處於傷害他們自己或他人的危險當中，或談話者舉報遭受到肉體虐待、性騷擾或情感傷害的時候。

任何破壞、竊盜、毀壞財產或不當使用設施的舉動都可能違規，也將會被視為違規行為。

不允許親密的性行為。包括在任何參加者、職員或訪客之間的不適當和未經同意的身體上的接觸。

嚴格禁止持有、服用酒精飲料和非法藥物或受到以上兩者影響。

禁止在受到酒精或藥物影響時進入會館。

不允許吸煙和/或使用任何煙草產品。

嚴格禁止任何武器和可能對參加者或我們的財產造成傷害或損傷的物品。

不接受危及您個人和他人健康和安全的活動。

在誠實、尊重、負責和關心構建而成的核心價值下，努力做到同儕和社區的模範。

上課時間禁止進入會館。

如果發生嚴重的意外事件，涉及到青少年參與性行為、吸煙、藥物、酒精(SSAD 規則)或危害參加者健康和安全的行為時，家長/監護人將會來接我或支付我返家的交通運輸費用，而且青年會將不會退還款項。任何與行為紀律相關的全部花費和安排都是參加者一家的責任。

本人已經詳讀並同意遵守行為準則的規定

正寫姓名

日期

正寫姓名

日期

參加者簽名

日期

家長/監護人簽名

日期

#### **Chinatown YMCA**

855 Sacramento Street, San Francisco, CA 94108

P 415 576 9622 www.ymcasf.org/chinatown