

Totara Hospice Youth Ambassador Program

Totara Hospice would like to invite young supporters of Totara Hospice to apply to be a part of our Youth Ambassador Program. The program is open to students from years 7 through to year 13, as well as school leavers up to the age of 21.

- The Youth Ambassadors will play an important role in positively raising the profile of Totara Hospice in the local community and enthusing other young people to become involved with Hospice.
- Through the Youth Ambassador network, Ambassadors should actively contribute to community awareness of fundraising and volunteering, as well as sharing their experiences and ideas in an engaging and positive way.

There are three types of Youth Ambassador positions, each based on the age of the young person. If you are in year 7 or 8, you qualify as a Junior Youth Ambassador. If you are in year 9 or above, but have not yet left school, you will be made a Youth Ambassador, and if you have left school and are under the age of 21, you will be made a Senior Youth Ambassador.

Attributes required of each Ambassador:

- Able to demonstrate an understanding and compassion of Totara Hospice and the work we do.
- Hard working and a team player.
- An articulate and confident communicator.
- Enjoy and have a passion for volunteering and fundraising.
- A commitment to be involved in a local community charity.
- Reliability and role model behaviour.

Over a 12 month period you must commit to:

- Volunteering at a minimum of 2 Hospice events and/or initiatives
- Volunteering for 2 shifts at one of the Totara Hospice Community Appeals.
- Be pro-active in spreading the word of Totara Hospice amongst your peers, family and friends.
- Able to engage in regular communication between Totara Hospice Fundraising department and other Youth Ambassadors, via email and phone, occasionally meetings and social media, if applicable
- Provide input into new ideas for developing awareness and raising funds for Totara Hospice. This could be event ideas, fundraising ideas, video, brochure, Social Media competition or public speaking.

Opportunities and Benefits to Ambassadors:

- The opportunity to share new fundraising ideas and drive new initiatives
- The opportunity to meet and greet some of the various staff members that work at Hospice and learn about their roles, plus key supporters and business partners that support Totara Hospice
- Development of skills such as communication, event management, compassion and leadership through mentoring
- A greater appreciation of life and understanding of the life cycle
- Volunteering experience that adds great value to your CV
- The opportunity to give back to the community and feel a sense of fulfillment in helping those families who need it the most

Our Commitment to you:

- Totara Hospice will strive to provide you with valuable mentoring and training in a range of areas of your role including:
 - How to talk about Hospice work and end of life treatment
 - Leadership skills
 - Communication and team work skills
 - Event management
 - Fundraising
 - Public Speaking
 - Networking
- Hospice will also provide you with the opportunity to meet our business partners as well as celebrity ambassadors.

To apply to become a **Junior Youth Ambassador** or a **Youth Ambassador** you must currently be attending an Auckland Intermediate or Secondary School.

To apply to become a **Senior Youth Ambassador** you must have left school and be under the age of 21.

Please fill in the appropriate application form and once completed you can send back via:

Scan and email to katherine.trotter@hospice.co.nz

Via Post to :

Attn: Katherine Trotter
Totara Hospice South Auckland
PO Box 75560, Manurewa,
Auckland 2243

Or you are more than welcome to drop off the form to :

Attn: Katherine Trotter
Totara Hospice South Auckland
140 Charles Prevost Drive, Manurewa

Totara Hospice Youth Ambassador Program

Code of Conduct

This Code of Conduct creates an agreement between Totara Hospice and the Totara Hospice Youth Ambassador. It is designed to guide the behaviour of the Ambassador and protect Totara Hospice and the Ambassador at both fundraising events and during the period in which the individual is a Totara Hospice Youth Ambassador.

In my role as a Totara Hospice Youth Ambassador I will:

- Promote Totara Hospice at all times, taking care to represent the Hospice philosophy and values
- Ensure all information and opinion I provide about or on behalf of Totara Hospice is accurate, up to date, and provided in a way that is positive to all
- Display a positive attitude and show willingness and enthusiasm in undertaking the various tasks requested of me
- Not participate in any action or activity, either verbal or behavioural, that might bring Totara Hospice into disrepute at any time
- Conduct myself in a manner that is appropriate in both language and behaviour at all times, whilst ensuring professionalism
- Dress appropriately at events or whilst otherwise representing Totara Hospice, either in the specified dress code or, if no dress code is specified, in a manner that is clean, tidy and respectful to myself and to others
- Ensure I promptly communicate any concerns I have about myself, others or the event/fundraising initiative to a member of the Totara Hospice Fundraising Team
- Be punctual and arrive prepared for events, or, if I know I will be late, give appropriate notice
- Check my emails and phone regularly for communication from the Totara Hospice Fundraising Team
- Ensure I attend/partake in at least two Totara Hospice fundraising events or initiatives annually
- Ensure I display compassion, understanding and respect towards members of the community who may have a connection with Totara Hospice and regarding the work of Totara Hospice
- Not use, possess or be under the influence of alcohol or illegal drugs at any time while serving as part of the Totara Hospice Youth Ambassador Program

By signing you agree to comply with the above Code of Conduct and understand that failure to do so may result in termination of your role as a Totara Hospice Youth Ambassador.

Full name _____

Signed _____ Date _____

KEY DATES FOR YOUTH AMBASSADOR CONSIDERATION

Dates of events as at 19/2/16

Below are overviews of the events we have available for the Youth Ambassadors for 2016. There are more details available on each event and the jobs required as we get closer to each event.

16th - 19th March 2016 - Polyfest – @ Manukau Sports Bowl

Totara Hospice will have a stand at Polyfest for the first time. It is a large 6m x 6m area. On one half we will be selling BBQ Bananas with cream and sauces and Mussel Fritters. Also we will be having a fun and interactive Photo Booth with a backdrop and props. We will take photos of the groups of kids and upload them to Facebook. You can volunteer any of these days to help manage the stall. Polyfest welcomes over 90,000 people on its busiest day so any days or shifts you can offer would be greatly appreciated.

3rd April 2016 - Sunrise Walk for Hospice – @ Auckland Botanic Gardens

Sunrise Walk for Hospice is our largest community event of the year. We are looking for volunteers to support us on the morning and also for setup day on 2nd April in the afternoon. This is a fun morning for the whole family, if you are coming along to volunteer why don't you get your parents to come and do the walk at the same time! Over 2000 people attend the event and is our largest school attended event.

6th May 2016 - Ladies Lunch for Hospice – @ Totara Hospice South Auckland

The Ladies Lunch will welcome 400 ladies from our community to enjoy a luncheon at Totara Hospice. We convert the downstairs warehouse carpark into the venue. We need Youth Ambassadors on the day for help in all aspects of the event. We also need help on the setup days on the 4th and 5th May. This is hosted at Totara Hospice and we do everything ourselves any help is welcomed greatly.

27th May 2016 - Shorts For Hospice

A brand new campaign for 2016, we are asking schools, corporate and companies to support us in wearing shorts for the day. It could be at your school that you wear shorts for a day. Or else can you get your one of parents/family or friends to support the day.

TBC - 30th June or 1st July 2016 - Thank You Breakfast – @ Totara Hospice South Auckland

This is our annual breakfast where we personally acknowledge and thank our high value business, service groups and schools who help Totara Hospice. Please note acknowledgement and handing out of badges for Youth Ambassadors is done on this morning.

6th July – Youth Ambassador/School Leaders Careers Day – @ Totara Hospice South Auckland

This is a day we would like to invite our Youth Ambassadors and local school leaders to an interactive day at Totara Hospice. This is a day where you get to listen to and meet a vast range of special guests with unique and inspiring careers. Learn firsthand how they got to their chosen career and a chance to interact and ask them any questions you may have on their journey. As Youth Ambassadors you get the first opportunity to be able to attend this

unique day. (those Ambassadors that don't attend the Thank You breakfast will receive their badges here, or they will be sent out)

16th October 2016 - Long Lunch for Hospice – @ Venue tbc

The Long Lunch for Hospice is our high end event of the year, this year will be its 4th and we are aiming to beat the \$36,500 we raised in 2015. This day is totally about the Youth Ambassadors, what makes the day unique for the guests is that Youth Ambassadors and Volunteers work and serve most of the event. The event has a selection of NZ Iconic Celebrities and Sports Personalities who join us for the day to host tables.

The setup day for this event is 15th October and requires as many Youth Ambassadors and Volunteer help as possible.

TBC - School Holiday Day Experiences - @ Totara Hospice South Auckland and possible external venues

We will be assigning a number of training and leadership days that will be available for Youth Ambassadors can attend as added experiences and value to your Program. Additionally, through the school holidays you will be able to visit Totara Hospice for instance spend a morning help make morning tea for Day Hospice Patients and learn more about hospice and our services.

Community Street Appeals

We are able to get out into our community at selected supermarkets and shopping centres to help raise money for Hospice. You are able to take any shifts that may fit in with your Calendar; you can bring a friend to the Street Appeal to help you.

- Hospice Awareness Week Appeal (18th May – 23rd May)
- Winter Appeal (dates tbc)
- Remembrance Trees at Farmers stores/Community locations (20th November – 23rd December)

In Summary:

Throughout the year other events will come up we will always keep in touch with opportunities and help we may need. Please remember that these are just options above, you are not required to do them all, and your primary focus is your school curriculum and what your commitments are to this. We greatly appreciate anything you can confirm to help at. Please note as per the Youth Ambassador Program guidelines we do ask you do a minimum of 2 events and 2 appeals, this can be mixed up ie. 4 events. We are able to discuss any options with you throughout the year.