

Volunteer Internship Program



Journal

*For the AHA! Moments*

Name: Insert name here

# Introduction

## Welcome to YEA!

Our Volunteer Internship Program is an exciting, fun way of learning new and different aspects of how non-governmental organizations operates. You may be involved in one or several projects, events, activities. These may involve temperature tests and social distance monitoring at schools, writing grants, administration, curriculum development, empowering youth, designing and developing a garden, and the list goes on. As the term/semester continues, you will experience what it is like to be a valuable part of an NGO, giving back to society.

As a member of the YEA! VIP, you are vital to our success. We depend on you to perform a variety of tasks that would often go uncompleted or would involve a greater length of time than we can reasonably commit to immediately. Even tasks that seem less than glamorous are valuable to the overall success of our programs. We cherish our volunteers and have an incredible amount of respect and devotion to you. In turn, we expect that you be aware, committed and conscious of your roles. You should take pride in being a part of the team that develops Youth Equipped to Achieve!

## Incentives & Considerations

We do not promise financial compensation to members of the VIP. Our commitment is to provide training and coaching relevant to your work and to provide any networking opportunities relevant to your stated goals. We verify documentation of your volunteer hours so that you achieve credits and references where needed.

## Code of Conduct

Use of alcohol and controlled or illegal substances before and during your internship time at YEA! is strictly prohibited. Doing so is grounds for immediate dismissal from the VIP without warning.

It is not allowed to harass others or discriminate on the basis of sex, age, race, color, national origin, religion, marital status, citizenship, disability, or other personal characteristics. Doing so is grounds for immediate dismissal from the VIP without warning.

Report any questionable activity and/or medical or security related situation to a staff person or the volunteer coordinator.

## How to Use Your Journal

Every day that you work with YEA! we hope that you learn something new. It can be as simple as having the experience of talking to managers and other organization leaders, learning how to use a new program on the computer or as detailed as how to write grants.

For each experience, each new skill that you acquire, each piece of knowledge you gain or expand, we want you to make a note of it. At the end of your internship you will be required to do a final presentation on your experience. Your journal will make it easy to complete this task since you will have a record of the different experience as they occurred.

Your journal is not graded. It is your personal record of experiences. We will ask you to share your experiences once every two weeks. These records will also help us to improve our service to you.

Thank you for joining the YEA! VIP team!

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make

Date: Insert date here

Place(s): List places you visited here

Who I Met: List persons you met or were introduced to here

What I did: Talk about anything you did. It does not matter how simple it seemed.

What I learnt: Here is where you describe what you learned. For example, you could have learned how hard it is to develop a recipe; how easy it is to mount a banner once you know what you are doing, how children respond to different games. ANYTHING.

Comments/ Aha!: This space is for any other comments you want to make