



YQ Volunteer Cascade Training

Focus on the Local

Part 1 (40 minutes)

1. Introduction to YQs – National Membership (10 minutes)
2. Focus on the Local – YQs in the region (10 minutes)
3. YQ Volunteer Roles and Support (10 minutes)
4. Models for grow: YQ clubs and outreach projects (10 minutes)

Break (20 minutes)

Part 2 (50 minutes)

5. Running a YQ workshop – Tips for success (10 minutes)
6. Managing risks in workshops (20 minutes)
7. Join us! How to get involved (10 minutes)
8. Questions (15 minutes)
9. Evaluation form (5 minutes)

If you have more than 2 hours for your training session, consider adding:

- A show and tell of projects to make with children in workshops
- A hand sewing activity for everyone to participate in
- More ideas sharing and discussion of projects to make with YQs.

Equipment:

Flip chart or white board and pens

PowerPoint, projector and laptop (optional)

Pens or pencils for participants to fill out evaluation forms

Part 1 (40 minutes)

Before your training session begins, welcome the participants and take care of housekeeping issues such as where toilets and fire exits are located.

You may also want to ask everyone to briefly introduce themselves and share with the group how they would like to be involved with YQs.

1. Introduction to YQs – National Membership (10 minutes) SLIDE 1

- Ask everyone to turn to page 3 of the YQ Volunteer Handbook.
- Highlight that YQ membership exists at two levels, national and regional, and what national membership entails.
- Share a copy of the YQ Newsletter if you have one.
- Highlight the aims of YQs and ask participants what YQ membership means to them.

2. Focus on the Local – YQs in the region (10 minutes)

- Lead a discussion on what is happening with YQs in your region.
 - Why do you need more volunteers?
 - Any upcoming projects or events for YQs
 - Number of YQs in the region
 - Number who enter AGM or FOQ competitions
 - Opportunities for growth in your region

3. YQ Volunteer Roles and Support (10 minutes)

- Refer to role descriptions - Page 3 of the YQ Volunteer Handbook
 - National YQ Officer
 - YQ Representatives
 - YQ Group Leaders
 - YQ Helpers
 - YQ Outreach Volunteers
- Support for volunteers – Page 4 of YQ Volunteer Handbook
 - Guild Staff
 - Communication – Yahoo forum (ask if anyone needs/wants to be added)
 - YQ website – project ideas, news, events, all useful volunteer forms

4. Models for grow: YQ clubs and outreach projects (10 minutes)

- Volunteer roles vary in the skill level and time commitment required. Highlight the differences between these two roles and how they can help YQs to grow in the region:
 - **YQ Group Leaders** –Handbook pages 6-9 are relevant.
 - Requires a Guild CRB check (if parents are not staying for workshops)
 - Required to understand and follow Guild insurance procedures
 - Responsible for finding a public venue, advertising workshops and recruiting children to attend.
 - **Outreach Volunteers** – Handbook pages 6 and 9 are relevant.
 - Responsible for finding and developing a relationship with a school, uniform group or venue.
 - Does not require a Guild CRB check – events are supervised by teacher or group leader.
 - Does not require Guild insurance for events – this is covered by school, group or venue.

Break (20 minutes)

Part 2 (50 minutes)

5. Running a YQ workshop – Tips for success (10 minutes)

- Ask everyone to look at pages 11-15 of the Handbook.
- Lead a discussion on what makes a workshop successful and make a list of tips generated by the participants.

6. Managing risks in workshops (20 minutes)

- Go through the Code of Conduct on pages 19 and 20 of the Handbook
- Lead discussion, ask how they do or would manage and prevent risks in workshops.
- Health and Safety guidelines and Risk Assessments – page 21 of Handbook

7. Join us! How to get involved (10 minutes)

- The next steps are specific to each region. The current YQ Rep, or Regional Coordinator if there is no YQ Rep should be the first point of contact for new volunteers.

8. Questions (15 minutes)

9. Evaluation form (5 minutes)

- Thank everyone for their time and contributions. Ask participants to complete an evaluation form.