

Little Doctors Academy Society

Youth Volunteer Hours Policy

1. Purpose

The Little Doctors Academy (LDA) Youth Volunteer Program provides meaningful leadership and service opportunities for teenagers who wish to support medical science education for younger children.

This program helps youth develop responsibility, leadership, and communication skills while contributing to a safe and engaging learning environment.

This policy outlines how volunteer hours are tracked, verified, and recognized.

2. Eligibility

Youth volunteers must:

- Be at least Grade 8 or older
 - Demonstrate responsibility and respectful conduct
 - Follow all safety and supervision guidelines
 - Complete orientation before participating
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3. Volunteer Roles

Volunteer roles may include:

- Assistant Instructor Support
- Program Setup and Classroom Assistance
- Photography and Media Support (with consent)
- Multimedia Editing and Social Media Assistance

Volunteers work under direct supervision of LDA staff or authorized instructors when participating in in-person programs.

4. Supervision and Safety

- Volunteers participating in in-person programs work under the supervision of an adult instructor or authorized LDA representative.
 - Volunteers supporting remote or home-based activities (such as media editing or social media design) complete assigned tasks under guidance and review by LDA staff or authorized supervisors.
 - Volunteers do not provide medical advice or independently teach classes.
 - Volunteers must follow all child-safety and hygiene protocols when involved in program activities..
 - Volunteers are not left alone with children during in-person programming.
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5. Recording Volunteer Hours

- Hours are recorded based on actual participation time.
 - Time includes approved preparation, program support, and cleanup activities.
 - Hours are tracked by LDA using an internal attendance and activity log.
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6. Verification of Hours

Volunteer hours are verified by Little Doctors Academy Society.

Verification may include:

- Signed volunteer hour letters or certificates
 - Confirmation by the Program Director or authorized supervisor
 - Organization contact information for school verification
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7. School and Graduation Requirements

LDA provides documented volunteer hours as a registered Society in British Columbia.

Students are responsible for confirming with their school or Career-Life Connections (CLC) teacher whether volunteer hours may count toward specific school graduation or program requirements.

8. Conduct Expectations

Volunteers are expected to:

- Arrive on time and prepared
- Communicate respectfully with children and staff

- Maintain professionalism and confidentiality
- Represent LDA positively in person and online

Failure to follow expectations may result in suspension of volunteer participation.

9. Recognition

Volunteers may receive:

- Official verification of hours
 - Letters of reference (upon request and satisfactory performance)
 - Opportunities for increased responsibility within the program
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10. Policy Review

This policy may be updated periodically by the Little Doctors Academy Society Board to ensure safety, compliance, and program quality.