

Alberta's Future Leaders Host Community Check List

- Review and understand the **Roles and Responsibilities of Community Liaisons**
- Arrange for a **Leadership Motion or Band Council Resolution** in support of the AFL Program for the **upcoming summer by March of the current year.**
- Arrange **accommodations** for the AFL Mentors.
 - Decide where AFL Mentors will stay (from beginning of May to end of August).
 - Make necessary arrangements to prepare the accommodations (e.g. Do houses need furniture and/or utilities connected? Do billets have any questions about the Mentors that will stay with them this summer?)
 - Arrange for accommodation expenses to be paid by the Community Host agency.
- Set up **financial administration** details.
 - Arrange to pay AFL Mentor wages from April to August. Note that AFL Mentors should be paid **salary** and not hourly. They are expected to track their own hours.
 - Decide how AFL Mentors will get money to pay for activity supplies and expenses.
 - If applicable have a process in place to reimburse AFL Mentors who are required to spend their own money on program supplies.
- Make sure you have **insurance** and **AFL Mentor's compensation coverage** for activities both inside and outside of the community
- Make arrangements for the program to use **facilities/equipment** for sports and recreation activities.
 - Is there a gymnasium that can be used for after-school programs and evening drop-in programs? Ensure all necessary keys, codes, etc. are given to AFL Mentors upon arrival in the community.
 - Are there sports fields that can be used? Do they need any work/cleaning?
 - What equipment is available for the kids to use?
 - What facility can be used for arts programming? (it needs to be indoors, with water available for the "messy" crafts)
- Make arrangements for **transportation** of youth during field trips and special events.
 - If needed, is there a vehicle available for the AFL Mentors to use for transportation during the summer?
 - If a bus or van is available determine how AFL Mentors can access it.
 - Make a list of qualified, reliable community members willing to drive. Communities could also consider supporting one of the AFL Mentors to get their Class IV licence – this can save a lot of time and hassle in finding consistent drivers for programming/trips outside the community.]
- Arrange for an **office space** for AFL Mentors.
 - Arrange for the AFL Mentors to be able to use a computer, including internet.
 - Make sure a phone and fax machine or scanners are available for AFL Mentor use.

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- Corporate Sponsors
 - Work with AFL staff in obtaining sponsorship by exchanging information in regards to community economic and industry liaisons.
 - Inviting Corporate Sponsors to AFL events.
 - Arrange for a letter to be sent to the Corporate Sponsor(s), thanking them for supporting the program in your community. This letter is most effective if sent by community leaders.

- Ensure **Community Liaison** go through the following information with **AFL Mentors** during the first week.
 - Explain how payroll, timesheets, finances, cheque requisitions and budgets are accessed and reported.
 - Identify alternative liaisons if the designated Community Liaison is ever away from the community (who to report to, who to go to with questions about housing issues, facility issues, equipment, and transportation)
 - Familiarize AFL Mentors with facilities in the area they will be able to use (e.g. (swimming pools, arenas, camping areas, etc.).
 - Discuss programming currently running in community and scheduled events
 - Provide AFL Mentors with information about possible partnerships in the community (e.g. school, health centre, band/settlement office, other youth programs, etc.).
 - Ensure AFL Mentors are familiar with all safety procedures and have the most current emergency numbers (e.g. Emergency contact information, RCMP contact information, maintenance request procedures, nearest hospital or clinic, working alone procedures, etc.).
 - Any other information you think will help them to meet youth or run programs within your community.

**If you have any questions, concerns or comments while completing this checklist,
Please do not hesitate to liaison the AFL Program Coordinators.**

Scott: Dial 310-0000 (wait for the prompt) then dial 780-422-7110
Shannon: Dial 310-0000 (wait for the prompt) then dial 780-422-9254

For province-wide free access from a cellular phone, enter *310 (for Roger's Wireless) or #310 (For TELUS or Bell). This feature allows you to call Alberta government offices without paying long distance or airtime charges. When the coordinators are doing community visits, the above numbers will forward to their cell phones, so you can still use the toll free number to call.

Scott: 780-232-6349 (*work cell*)
Shannon: 780-231-6403 (*work cell*)

