

Volunteer Introduction Packet

Mission

The Trevor Project is a non-profit organization established to promote the acceptance of lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth, and to aid in crisis and suicide prevention among that group.

History

- 1994 – *Trevor* wins Academy Award® for Best Short Film (Live Action)
- 1998 – The Trevor Project is founded with seed funding from the Colin Higgins Foundation
- 2005 – The Randy Stone West Coast Call Center opens in Los Angeles
- 2007 – The Randy Stone East Coast Call Center opens in New York City

Programs

- **The Trevor Helpline** – the only nationwide, around-the-clock crisis and suicide prevention helpline for LGBTQ youth
- **The Trevor Survival Kit** – an educational kit distributed to schools and youth service providers to help educators facilitate discussions about suicide, gender identity and sexual orientation
- **The Trevor Lifeguard Workshop Program** – uses a structured curriculum to address topics including sexuality, the impacts of language and behavior and suicide prevention in schools
- **“Dear Trevor”** – an online, non-time sensitive question and answer forum for young people with questions surrounding sexual orientation and gender identity
- **TrevorSpace** – an online, social networking community for LGBTQ youth, their friends and allies

Key Milestones

- Accredited by the American Association of Suicidology (AAS) in November 2008
- More than 140 active, volunteer helpline counselors (all undergo more than 40 hours of training)
- Nearly 125,000 calls fielded on The Trevor Helpline since inception
- Calls fielded from young people in all 50 states; Survival Kits distributed in all 50 states
- “Dear Trevor” letters received from young people around the world

Did You Know?

- LGBTQ youth are up to four times more likely to attempt suicide than their heterosexual peers.
- LGBTQ youth who come from a rejecting family are up to nine times more likely to attempt suicide than their heterosexual peers.
- Suicide is one of the top three causes of death among young people ages 15 through 24.

Operations

- Founders – James Lecesne, Peggy Rajski and Randy Stone (*Trevor* filmmakers)
- Executive Director & CEO – Charles Robbins
- Staff – 12 full-time staff members
- Annual Operating Budget – \$1.8 million
- Offices – Los Angeles (Headquarters) and New York City

About The Trevor Project

The Trevor Project is the leading national organization focused on crisis and suicide prevention efforts among lesbian, gay, bisexual, transgender and questioning youth. Every day, The Trevor Project saves young lives through its free and confidential helpline, in-school workshops, educational materials, online resources and public policy advocacy. The organization was founded in 1998 by three filmmakers whose film, *Trevor*, a comedy/drama about a gay teenager who attempts suicide, received the 1994 Academy Award® for Best Short Film (Live Action). For more information, visit TheTrevorProject.org.

Volunteer Opportunities

Programs

The following are opportunities available to volunteers interested in assisting us in our mission to “promote the acceptance of lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth, and to aid in crisis and suicide prevention among that group.”

Helpline Counselors

If you are interested in becoming a counselor on The Trevor Helpline, 866.4.U.TREVOR (866.488.7386), the only nationwide, around-the-clock crisis and suicide prevention helpline for lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth, please complete an online application under the ‘Volunteer’ tab at TheTrevorProject.org. We currently operate Randy Stone Call Centers on the East Coast and the West Coast.

Dear Trevor Authors

“Dear Trevor” is an online, non-time sensitive question and answer resource for young people with questions surrounding sexual orientation and gender identity. If you are interested in becoming an author, please send an email to Genevieve Sublette, Programs Intern at: Genevieve.Sublette@TheTrevorProject.org.

TrevorSpace Administrators

TrevorSpace is an online, social networking community for lesbian, gay, bisexual, transgender and questioning (LGBTQ) youth ages 13 through 24, and their friends and allies. We need people to monitor the TrevorSpace site in an effort to maintain a safe space for young LGBTQ people online. Trainings are provided quarterly. We are also looking for people on a one-time or continual basis to write program content for TrevorSpace. To request an application to become a TrevorSpace Administrator, send an email to Genevieve Sublette, Programs Intern at: Genevieve.Sublette@TheTrevorProject.org.

Lifeguard Workshop Facilitators

The Lifeguard Workshop Program was developed to help young people become more aware of the myriad of issues surrounding sexuality and gender identity, and to promote acceptance of LGBTQ youth nationwide. The workshop equips youth with the tools to be able to recognize the warning signs of depression and suicide among their peers as well as to identify the most effective ways to respond to those warning signs in a way that keeps young people safe. Trainings for Lifeguard Workshop facilitators are provided quarterly. If you are interested in being a Lifeguard Workshop facilitator, please send your current resume/CV and a brief letter outlining what draws you to the program to Dave Reynolds, Advocacy and Education Manager at: Dave.Reynolds@TheTrevorProject.org

Volunteer Opportunities

Projects

Trevor Survival Kit

The Trevor Project needs assistance in actively finding educators and youth service providers around the country to utilize the kit to generate constructive dialogue about the myriad of issues surrounding suicide, gender identity and sexual orientation. The kit contains a guide that can be used in conjunction with the *Trevor* film for educators to help students understand suicide prevention and learn to build acceptance of lesbian, gay, bisexual, transgender and questioning people in classrooms and communities around the country.

Volunteers would assist in the following ways:

- Assisting in identifying educators and youth service providers
- Contacting educators and youth service providers to offer them the kit (available free of charge)
- Assembling the kit and preparing its contents

Resource Compilation and Updating

The Trevor Helpline provides referrals to local resources on a daily basis; these referrals are in constant need of updating and checking. The Trevor Helpline would also like to add various other referrals. If you are interested in assisting in this project, please email Resources@TheTrevorProject.org.

Office Assistance

The Trevor Project is always on the look out for general office support. Volunteers can assist on an as needed basis with mailings, filing, and other administrative tasks. Please contact The Trevor Project at 310.271.8845.

Committees & Councils

Advisory Committee

The Advisory Committee exists to lend expertise to the organization's programs to prevent suicide among gay and questioning youth. The committee is comprised of researchers, experts in public health, experts in the mental health (credentialed doctors, psychiatrists, and psychologists) as well as experts among youth and LGBT communities (including educators). Members participate on an as needed basis; there are no formal meetings.

Audit Committee

The Audit Committee exists to engage an annual audit firm and prepare the annual tax forms (990s). The committee is comprised of Directors and non-members of the Board of Directors. Committee members should possess the ability to evaluate financial information and a solid understanding of financial statements. Members participate in 2-4 conference calls per year. The organization's Treasurer is not eligible to serve on this committee.

Awards Review Panel

The Awards Review Panel exists to secure Honorees for the organization's major fundraising galas in Los Angeles and New York and oversee an awards bestowed by the organization. The Panel is comprised of the organization's Founders, lead talent representatives from Cracked Xmas and Trevor NY, and individuals with relationships to high-profile talent. As highly visible examples of The Trevor Project's work, award recipients must meet pre-set criteria and personify the values of The Trevor Project. Members participate in 2-4 conference calls per year.

Volunteer Opportunities

Committees & Councils

Board Development Committee

The Board Development Committee exists to identify new Directors and evaluate current Directors. The Committee is comprised of current and former members of the Board of Directors and is responsible for producing the Annual Board Advance, effectively organizing the Board to reach its strategic goals, and securing officers for the organization. Members participate in 4-6 meetings per year.

Subcommittee

- Nominating Committee (for Officers)

Communications Committee

The Communications Committee exists to convey the organization's initiatives nationally and regionally through media (traditional and online) and build awareness of The Trevor Project's programs and services among youth (middle-school through college), parents, mental health professionals, educators, religious organizations and donors. The Committee is comprised of individuals with national communications and publicity expertise and those with strong relationships among the media and journalists.

Subcommittees

- Event PR Committee
- Media Relations Committee
- Spokesperson Committee
- Testimonials Committee

Development Committee

The Development Committee exists to oversee fundraising efforts, identify and secure new fundraising opportunities, and instill the value that "it is a privilege to make the ask" among the organization's fundraising volunteers. The Committee is comprised of individuals who financially support The Trevor Project and are willing to ask others for support. Members participate in monthly meetings.

Subcommittees

- Circle of Hope Membership Council
- Cracked Xmas Event Committee
- Talent Committee
- Trevor NY Event Committee.

Executive Committee

The Executive Committee exists to provide overall governance to the organization and is empowered to make financial and administrative decisions on behalf of the Board of Directors, as needed, between quarterly Board Meetings. The Committee is comprised of the officers (Chairman, Co-Vice Chairmen, Treasurer, Secretary), one Founder, and one Director-at-Large. Members participate in eight conference calls per year, during months when there is not a scheduled meeting of the Board of Directors.

Leadership Council

The Leadership Council exists to provide ongoing leadership and financial support to the organization and its Board of Directors. The Council is comprised of Directors who complete his or her term of service and selected individuals invited to participate. Members give or get a minimum of \$2,500 per year and provide mentorship to new and prospective Directors. There are no formal Council meetings, although attendance at one annual event—a Leadership Briefing and preview of the organization's Annual Report is encouraged.

National Ambassadors Committee

The National Ambassadors Committee exists to strategically expand the reach of The Trevor Project through grass roots volunteerism in U.S. cities outside of Los Angeles and New York. The Committee is comprised of lead volunteers from target cities, as well as Directors who advise on program deployment, volunteer recruitment, fundraising initiatives and establishing an ongoing volunteer-driven local presence. Members attend up to eight meetings/conference calls per year.

Subcommittees

- Philadelphia
- San Diego
- San Francisco
- Washington D.C.

New York Steering Committee

The NY Steering Committee exists to provide a sense of community for the organization's Directors and leadership volunteers in the greater NY area. The Committee is responsible for laying a foundation of financial support and volunteerism around the Trevor Project's New York Call Center and building Trevor's presence regionally. The Committee is comprised of Directors, donors, and leadership volunteers in the New York City area. Members communicate the message of The Trevor Project, make best efforts to attend Trevor NY, financially support the organization with an annual gift and attend four meetings/conference calls per year.

Program Committee

The Program Committee exists to ensure the organization's core programs, including but not limited to The Trevor Helpline, Dear Trevor, TrevorSpace, Trevor Survival Kit and Trevor's Lifeguard Workshop Program are delivered at the highest quality possible and distributed effectively and to pilot new programs. The Committee is comprised of Directors, Helpline Counselors and program volunteers with a minimum of 6-months experience, educators, mental health professionals and invited experts with experience in suicide prevention, or with youth or LGBT youth. Members participate in monthly meetings.

Subcommittees

- Advocacy and Research Committee
- Education Committee
- East Coast
- Dear Trevor Committee
- Helpline Counselor Committee
- West Coast

Vanguard Council

The Vanguard Council exists to develop new revenue streams and provide major funding to the support the organization's strategic initiatives. The Council is comprised of individuals willing to give or get a minimum of \$25,000 per year over a three-year period. There are no formal meetings.

Volunteer Committee

The Volunteer Committee exists to recruit, develop, retain and recognize volunteers from a diverse group of individuals who wish to support The Trevor Project with a donation of time. The committee is comprised of passionate individuals from Los Angeles and New York. Members attend six meetings/conference calls per year.

Subcommittees

- Friend at Trevor Committee
- Pride-In-A-Box Committee
- Volunteer Appreciation Committee
- Open House Committee
- Publications (E-News) Committee
- Volunteer Mgmt/Tradeshaw Committee

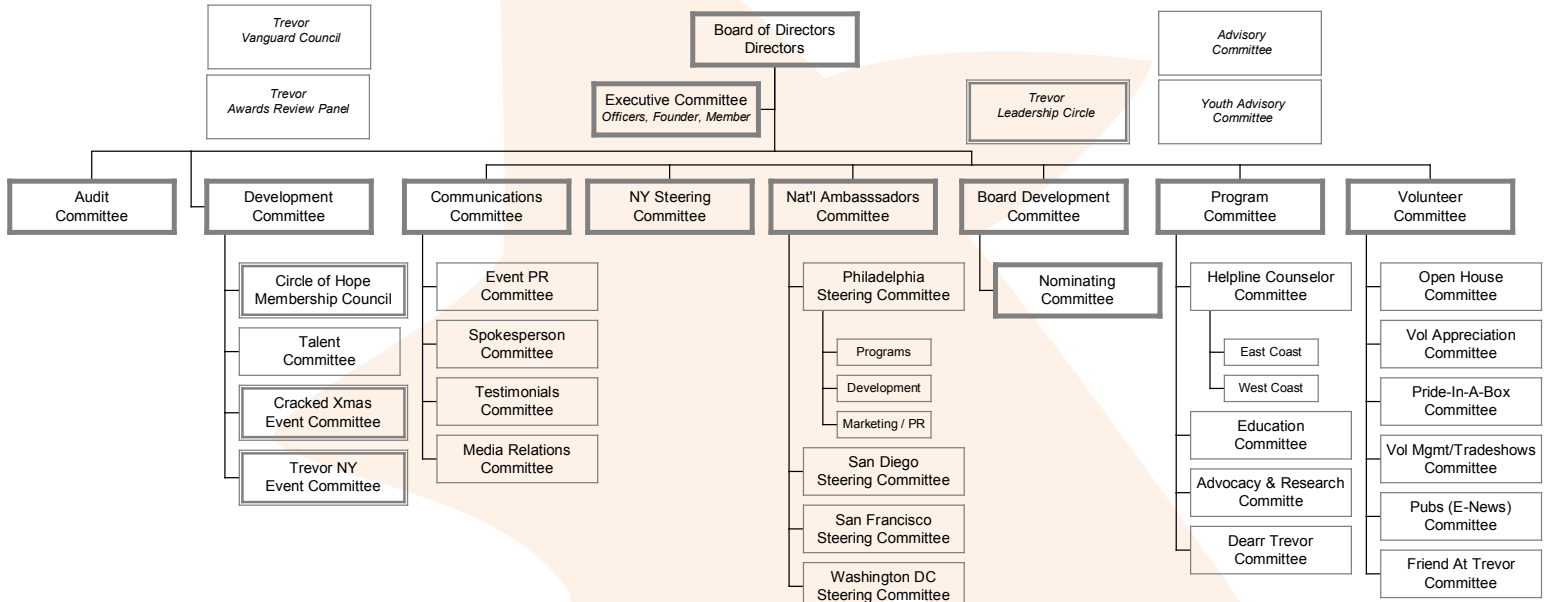
Youth Advisory Committee

The Youth Advisory Committee exists to engage young people nationwide in organizing community activities that further the organization's mission to promote the acceptance of LGBTQ youth and to aid in suicide prevention among that group. The Committee is comprised of 10-12 young LGBTQ leaders who represent the Trevor Project's target audience. Members share recommendations on how to best reach LGBTQ youth locally and nationally and are educated on ways to increase awareness of issues surrounding suicide, sexuality and gender identity in their local communities. Members meet once annually and on an as-needed basis.

Board of Directors

The Board of Directors is responsible for oversight and governance of the organization. It is comprised of a maximum of 30 leaders from various fields who make decisions on the economic vitality and social impact of the organization, including individuals who can assist in securing national exposure for the organization's services, build programs and services that reach LGBTQ youth, maximize revenue, and develop as new leaders and officers within the organization. A mix of individuals across expertise, region, gender, ethnicity and sexual/orientation, with demonstrated volunteerism within the organization are sought. Directors serve a two-year, renewable term, sit on at least one Board Committee, give or get a minimum of \$7,500 per year, personally join the Circle of Hope, attend quarterly Board meetings and the Annual Board Advance, and accept a fiduciary responsibility for the organization.

Board Committees 2009-2010



Events

The following are events that help support The Trevor Project:

(Additional events may be added throughout the year)

February

Oscar Viewing Party - Los Angeles, CA

April

Palms Springs Event – Palms Springs, CA
Palms Springs Pool Party - Palm Springs, CA
East Coast Fundraiser – New York, NY

May

Circle of Hope Reception - Los Angeles, CA

June

Christopher Street West Pride - West Hollywood, CA
New York Pride - New York, NY
Regional Pride Events - TBD
Trevor NY Benefit - New York City, NY

July

Trevor Pool Party - Los Angeles, CA

August

Women's Social - Los Angeles, CA

September

Circle of Hope Reception - New York, NY

October

Gay Days Disneyland – Anaheim, CA

December

Cracked Xmas Benefit - Los Angeles, CA

How can I help?

Event volunteers help in the following ways:

- Event Setup & Strike
- Event flow management
- VIP escorts
- Guest and volunteer check-in
- Gift bag assembly
- Event planning committee, if applicable

In signing this form, I realize that I am making a serious commitment to volunteer a portion of my time and energies to assist The Trevor Project as a volunteer and will do my best to be present, prompt and respectful. I also understand and agree to the following:

Code of Conduct

The Trevor Project is a youth service organization and as such requires that our volunteers adhere to the highest level of personal conduct. Volunteers should comport themselves in a manner that is respectful, responsible and ethical; in essence, volunteers should behave as role models for LGBTQ youth during any period of volunteer service. There is absolutely no reason for volunteers to collect or share contact information with youth, or to take unauthorized photographs at youth events. If approached by a young person, simply refer any questions or service inquiries to Trevor staff. The use or possession of alcoholic and/or illegal substances when involved in an organizational activity is prohibited during the volunteer shift and/or while wearing Trevor attire. The Trevor Project accepts and appreciates the service of all volunteers with the understanding that such service is at the organization's discretion. The organization reserves the right to terminate the volunteer's relationship with The Trevor Project at any time if these standards are violated.

Confidentiality

I agree to keep The Trevor Project records regarding previous and existing donors, talent contact information and other proprietary information confidential. I understand that I shall not disclose privileged or confidential information to unauthorized parties. All proprietary information created by, or on behalf of, The Trevor Project (including names, addresses and email) is the property of The Trevor Project and shall not be transferred or utilized without the express written consent of The Trevor Project.

Liability

In signing this Agreement, I agree that I am willingly volunteering with The Trevor Project. I hereby release The Trevor Project, from any and all claims that may arise from or result in any expenses, personal injury, loss or damage incurred to me or by me during my participation with The Trevor Project.

Permission-Use of Photographs

I also grant permission for The Trevor Project, to use photographs, film, and videos of me for promotional or other uses either associated with the organization, including use on the organizations Web site(s).

Public/Press Representation

I understand that as a volunteer at The Trevor Project, I cannot officially or publicly act as a representative of The Trevor Project in any way. I agree to not make presentations, deliver speeches, solicit services, favors or major funding on behalf of the organization without prior approval from an appropriate staff member at The Trevor Project. I further understand and agree to adhere to the policy that, as a volunteer at The Trevor Project, I am under no circumstances allowed to respond to an inquiry from a press or media representative on behalf of the organization. I also agree to not reveal details about my volunteer service at The Trevor Project that would compromise the organization's confidentiality policies or relay the impression, either directly or indirectly, that I am an official organizational spokesperson should I be speaking to the media for any other reason (i.e. in my professional or personal life). I hereby agree to forward any requests I receive asking for a representative from The Trevor Project or inquiries from the press/media directly to The Trevor Project's communications director. Finally, I agree to not post, divulge or discuss any details about calls I have taken or callers I have spoken to on The Trevor Helpline (if applicable) in any public or personal domain, including but not limited to social networking sites (i.e. Facebook, MySpace, Twitter), blogs, live journals or personal Web sites.

Print Name: _____ Address: _____

E-mail: _____ City: _____

Primary Phone #: (_____) _____ State: _____ Zip: _____

Signature: _____ Date: _____

Emergency Contact Information

In case of an emergency, please contact:

Name (please print): _____

Telephone Number(s): _____

Relationship: _____