

NATIONAL YOUTH COMMISSION
NATIONAL YOUTH VOLUNTEERS PROGRAM (NYVP) OPERATIONAL GUIDELINES

BACKGROUND

The National Youth (NYC) Volunteer Program (NYVP) is a program of the National Youth Commission that encourages young people age 15-30 years old to volunteer and be partners in nation building. This program aims to mobilize young people and be part of the volunteer corps created by NYC. NYVP is a component of the KABAYANI Program, which includes the Youth Organization Registration Program (YORP) of the National Youth Commission.

Volunteerism has always been one of the most important factors contributing to nation-building. It serves as an avenue for individuals, or even groups, to share their skills, talents, and expertise to accomplish a goal. In the Philippine context, volunteerism has been regularized as a cultural component calling it the “*bayanihan*” experience or simply the act of helping one another.

The Tagalog word *bayanihan* is grounded on another word which is “bayani” or hero, connecting it with altruism, an act/acts of selfless service, or sacrifice. Other schools of thought claim that it is rather rooted in the word “bayan” which literally translates to town, or metaphorically refers to a group. In this case, the term “Bayanihan” could pertain to a group of people working together to attain a specific goal.

Volunteerism is present all throughout the social and political history of the Philippines – starting from the driving-away of colonizers to preserve our independence until today, when Filipinos get together to maintain a functional Philippines.

It is important to note that volunteers are individuals who are willing to share their time, talent, energy, and skills in providing services for other people and for the country without expecting any reward in return. The NYVP volunteers shall work with the National Youth Commission in their volunteer-related endeavors. Through the NYVP, under the KABAYANI Program, NYC hopes to expand the modern version of heroes/agents of change who will continue to champion development through volunteerism.

HISTORY OF THE NATIONAL YOUTH VOLUNTEERS PROGRAM

Since the inception of NYC in 1995, volunteers have played a major role in various activities which face the challenges of inadequate financial support and shortage in manpower. When inadequacies exist, volunteers fill up the gap and extend all possible assistance without expecting anything in return. The initial mobilization of youth volunteers by NYC started during the Southeast Asian Games in 2005 where 5,000 youth volunteers were mobilized. NYVP aims to equip volunteers for their careers by opening opportunities for them and allowing them to engage in an environment where they can gain various personal and professional skills.

The 1987 Constitution recognizes the vital role of youth in nation-building. To enable this Constitutional provision, the National Youth Commission was created by the virtue of Republic Act No. 8044. Through the NYVP, the law envisioned the "encouragement of youth involvement in character-building and development activities..." and "mobilization of youth's abilities, talents and skills and redirecting their creativity, inventive genius and wellspring of enthusiasm and hope..." to realize the vision of a society in which fear, hunger, and injustice are no longer pervasive issues that hinder the Philippines in its development.

The NYVP is lodged under the Social Marketing Division.

OBJECTIVES

This guideline aims to achieve the following objectives:

- a. Provide step-by-step processes and instructions on the application, registration, mobilization, deployment, and debriefing of NYVP-registered volunteers.;
- b. Provide detailed instructions on how to use the NYVP volunteer passport, avail training opportunities, and orientation of volunteers.;
- c. Provide safeguards in data management in compliance with the Data Privacy Act and the volunteer's rights and protection.;
- d. Establish merit-based selection or prioritization framework for registered volunteers for NYC programs as well as an overview of the point-system for the volunteer work rendered; and
- e. Present NYC's role in the NYVP Program

- f. Identify program partners and their roles in the administration and implementation of the NYVP.

ARTICLE I
NYVP REGISTRATION

SECTION 1. Qualifications. - Interested youth individuals who meet the following qualifications may apply to the NYVP program:

- 1. Filipino citizen residing in the Philippines.
- 2. 15 to 30 years old.
- 3. Physically and mentally healthy.
- 4. Willing to work in accordance with the guidelines of the National Youth Volunteers Program (NYVP).
- 5. Committed and dedicated to work and render volunteer service to help the Commission in its various programs and activities.

Consistent with the equal opportunity principle, the differently abled youth who meet the above qualifications and are willing, can utilize their skills to render volunteer service.

In case of the volunteer’s inability to register in person, an authorized representative may apply on behalf of the willing applicant, provided that the representative carries with him/her all required documents.

For 15-17 years old or minors, they shall accomplish the Parental Consent Form/Waiver (*Annex B*) and attach it to the application.

Note: If a currently registered volunteer surpasses the age of 30, they may transition to become a member of the Volunteer Mentors Program under the Mentors Pool. Supplementary guidelines shall be promulgated by the Commission to govern the NYVP Mentors Pool program. The volunteer shall coordinate with the secretariat to accomplish the mentor’s pool application form.

SECTION 2. Requirements. - Applicants shall prepare and submit the following documentary requirements either in hard copy or soft copy:

- a. Official Electronic Registration Form (*ANNEX A* including field for PWD ID No.)
- b. Scanned copy/photocopy of one (1) valid government-issued Identification Card or school ID; provided however that if the applicant

does not possess and/or cannot submit any valid ID, he/she must submit a copy of his/her PSA-issued birth certificate.

- c. Parental Consent/Waiver Form (*Annex B*) duly signed by the parent or guardian for 15-17 years old or minor applicants.
- d. General Waiver Form - willingness to join and NYC will not be held accountable in case of any untoward incident/s such as but not limited to calamities (both man made etc.)
- e. For purposes of Volunteer Classification, applicants who hold professional licenses or Certificates of Eligibility or Training Certificates issued by competent government and non-government certifying authorities, may submit a copy of such licenses and/or certificates.

SECTION 3. Submission. - The documentary requirements may be submitted onsite or online.

3.1 Onsite submission - The applicant shall register onsite in case there is no access to NYVP portal or online registration.

- a. at the NYC Central Office.
- b. at the NYC area office that holds jurisdiction over the residence of the applicant; (the localities covered by NYC area offices are provided for in ANNEX C) and
- c. authorized Municipal, City or Provincial Youth Development Offices that had completed the necessary requisites to administer ; the program.

NOTE: Incomplete application shall not be processed

3.2 Registration Link via NYVP Portal - The applicant shall register via NYVP portal by filling out the online registration form completely and accurately.

The applicants' information shall be kept in a centralized database by the NYVP Secretariat in accordance with the NYC Data Privacy Policy.

ARTICLE II

SCREENING AND NOTIFICATION OF RESULT

SECTION 4. Screening. - Upon compliance of the documentary requirements, the NYVP Secretariat or the receiving office shall verify the registration information provided by individual youth volunteers.

Note: If an application is discovered to contain false information, falsifications, or misrepresentations intended to deceive the Commission, the National Youth Commission shall reject the application.

SECTION 5. Result of Application. - Upon receipt of the documentary requirements for registration, the completeness and correctness of the requirements shall be checked. The result shall be sent to the applicant through e-mail.

- 5.1. Qualified.** If qualified and complete requirements, a notice shall be sent to the applicant by the NYVP secretariat, LYDO, NYC Area Officer, or the office handling the application using the prescribed template (*Annex D*) including the next steps as a registered NYVP volunteer.
- 5.2. Disqualified.** In case of deficiency, a notice shall be sent to the applicant by the NYVP secretariat, LYDO, NYC Area Officer, or the office handling the application using the prescribed template noting the lacking document or ground for disapproval of the application (*Annex D*).

ARTICLE III

MANDATORY VOLUNTEER ORIENTATION AND TRAININGS

SECTION 6. Mandatory Orientation Process. - All qualified applicants shall undergo the Mandatory Volunteers' Orientation to be conducted by the receiving office. The following shall be taken into consideration:

- a. The office handling the application must schedule an orientation using the NYVP Orientation module.
- b. The volunteer must be informed by the office handling the application the schedule of their orientation through email, phone call, or letter.
- c. All orientation materials and documents shall be provided by the NYVP secretariat, including but not limited to NYC Presentations, NYC and The Philippine Youth Development Plan 2023-2028 and its relation to volunteerism, NYVP Guidelines (Duties and Responsibilities of the National Youth Commission, Volunteer Liaisons and NYVP Volunteers), NYVP Volunteers benefits and recognition system, Volunteerism and nation-building, NYC Privacy Notice, etc.

The NYVP Secretariat shall be responsible in providing convenient and user-friendly platforms for the volunteer orientation materials and resources, ensuring that volunteers can comfortably and easily access.

SECTION 7. Non-attendance to mandatory orientation. - Non-attendance to the mandatory orientation without valid reason shall be a ground for non-issuance of a volunteer passport until they are able to attend the orientation. Should the volunteer want to pursue the membership s/he shall wait for the schedule of the next batch of mandatory orientation.

In case of the youth volunteer's unavailability, s/he shall notify the office handling the application at least two days before the orientation to give them ample time to reschedule the applicant's orientation. If within 30 days from the original schedule, and the applicant who failed to attend the orientation did not notify the receiving office of his/her inability to attend or provide valid a reason, his/her application shall be forfeited. An applicant may only avail of rescheduling once.

SECTION 8. Training program. – The NYVP Secretariat, in coordination with other offices and partners, shall endeavor to provide free training programs to registered volunteers.

The initial list of training activities to be offered is summarized in the *ANNEX E*.

The NYVP Secretariat shall administer a Survey Form (via google form) for additional training activities.

ARTICLE IV
VOLUNTEER PASSPORT OR NYVP PASSPORT

SECTION 9. Volunteer Passport. - The Volunteer Passport or NYVP Passport is a mini logbook wherein the volunteer encodes/records his/her volunteer hours for monitoring purposes.

The Volunteer Passport shall contain the following details which shall be filled out by the volunteer:

- Date of activity
- Activity Conducted
- Number of Hours Served
- Classification of Service
- Name of Validating Officer
- Insights, Recommendations, and Suggestions

Each online/offline passport shall contain a Unique Volunteer Identification Number (UVIN), which shall also serve as proof of registration to NYVP.

SECTION 10. Issuance of Volunteer Passport. - All registered NYVP volunteers shall be issued a volunteer passport upon completion of the first volunteering engagement with NYC, regardless of the number of hours. The volunteer shall coordinate with the NYVP Secretariat to claim his/her volunteer passport upon submission of the certificate of completion from the NYC activity he/she participated in.

The NYVP secretariat shall facilitate the distribution or issuance of volunteer passports to the NYC Area Officers, and partner Local Youth Development Officers duly authorized by the Commission.

SECTION 11. Encoding of volunteer hours. - All registered NYVP volunteers shall report or submit their completely filled-out volunteer passports to the NYVP Secretariat of NYC authorized representatives (designated/appointed LYDOs, and NYC Area Officers) for the computation of hours/points earned upon submission of relevant certificates of attendance, participation, documentation reports, and other supporting documents.

These hours/points can be exchanged into rewards and incentives set by the NYVP Secretariat.

SECTION 12. Validation of volunteer hours. – The NYVP Secretariat shall provide the NYVP authorized representative or Area Officers access to the NYVP Portal, online volunteer passport and online evaluation system for the validation and monitoring of volunteer hours.

SECTION 13. Reissuance of volunteer passport. - NYVP volunteers who have fully used all the volunteer activity pages of their offline passport may request a new passport upon submission of the previous passport, duly signed and validated by the NYVP Secretariat or authorized representative.

SECTION 14: Lost volunteer passport. - In case of a lost volunteer passport, the volunteer shall accomplish the Personal Attestation Template (*Annex F*), subject to submission of competent evidence or proof to establish the volunteer hours served. The volunteer must provide means of verification for the previously rendered volunteer hours to be counted.

ARTICLE V
NYVP AUTHORIZED REPRESENTATIVE

SECTION 15. The NYC Personnel. - The NYVP Secretariat and the NYC Area Officers serve as authorized representatives of the NYVP. As authorized representatives, they are authorized to accept, review, and approve volunteer

applications. They can also conduct orientation, issue volunteer passports, and endorse volunteers for suspension or termination. Additionally, NYVP representatives act as partner implementers and can serve as Volunteer Liaisons.

SECTION 16. Local Youth Development Officer (LYDO). - For local youth development officers who wish to become an NYVP authorized representatives, they shall request for an account to access the NYVP Portal upon satisfying the following requirements:

- a. Must be duly appointed or designated Local Youth Development Officer with designation or appointment letter to be submitted to the NYVP Secretariat.
- b. Conducts youth development programs, projects and activities duly funded by the Local Government Unit.
- c. Can dedicate a staff who shall serve as a focal person to implement the program locally if LYDO is not available.
- d. A Memorandum of Understanding (Annex G) shall be subsequently entered into by the NYC and the LGU after the NYVP Secretariat certifies that the LYDO of an LGU is qualified to implement the program. The signed MOU must be submitted to the NYVP Secretariat.
- e. They must receive an NYVP Guideline Orientation from the NYVP Secretariat before implementing and administering the program.

ARTICLE VI

MOBILIZATION AND DEPLOYMENT OF VOLUNTEERS

SECTION 17. Volunteer opportunities. - NYVP volunteers may volunteer on following approved activities by the NYC:

- National Youth Commission activities (central and area offices)
- Government agencies duly coordinated and approved with NYC (with formal letter request and duly accomplished accountability form)
- Local Government Units through the LYDOs duly coordinated and approved with NYC (with formal letter request and duly accomplished accountability form)
- YORP-registered organization approved by NYC duly coordinated with NYC (with formal letter request and duly accomplished accountability form)

SECTION 18. Request for Volunteers. - The Volunteer Request and Accountability Form (*Annex H*) shall be submitted by the agency or organization requesting for NYVP volunteers, stating the details of the volunteer work and the skills and expertise of volunteers needed for a program or activity. The accomplished

request form must be submitted to the NYVP Secretariat at least ten (10) working days before the activity to give sufficient time for the volunteer liaison to call for volunteers.

The NYVP authorized representative shall verify requests for volunteers and shall likewise be responsible in screening the volunteers who have the specified skills/capabilities requested. The list of volunteers shall be endorsed to the Division Chief for approval. The requesting agency/organization shall take full accountability on the safety and security of the youth volunteers.

In case the request is made in less than 10 days, the approval of the request must be elevated to the Committee Chairperson or the Commission Proper.

SECTION 19. Classification of volunteer service. - In order to track the demand and supply of volunteer skills from the NYVP pool of volunteers, the skills identified in the application form and required in the request for volunteers shall be identified using the Annex I. Classification and Level of Complexity of Volunteer Service.

Professional volunteers shall be prioritized for activities requiring specific skills and educational background.

SECTION 20. Volunteer Opportunities Restrictions. - The NYVP volunteers shall not be deployed under any circumstances to life-threatening activities such as but not limited to conflict-ridden areas, rescue operations, actual calamities (man-made and natural), or typical force majeure.

SECTION 21. Call for volunteers. - The NYVP authorized representative, with the approval of the Executive Director, shall create and post the call for volunteers, upon instruction or request, through the following:

- NYVP Portal (Announcement Page)
- Social Media Announcements (Facebook Page & Facebook Group)
- Email Blast
- Letter
- Phone Calls/SMS

The NYVP Secretariat shall create and maintain an online group using various social media platforms, like Viber, Telegram, Facebook Messenger, etc. exclusive for NYVP Volunteers. All announcements and calls for volunteers shall be posted on the online platforms. Volunteer liaisons shall add all registered volunteers to the online platform.

SECTION 22. Screening and Selection of Applicants. - The NYVP Secretariat or authorized representatives shall conduct the screening of volunteers based on the qualifications identified from the Volunteer Request and Accountability Form. They shall endorse the list through a transmittal memo addressed to the Chairperson of the Committee on Active Citizenship, through the Executive Director, and for the approval of the Commission Proper.

Upon approval, the NYVP Secretariat or authorized representative will notify the selected volunteers through e-mail, confirming their selection and providing instructions for the next steps.

SECTION 23. Briefing of Volunteers. - Before deployment, the volunteer liaison shall brief the volunteers regarding the activity, assign tasks for each volunteer, discuss the scope of work and reminding the volunteers of their duties, responsibilities, code of conduct, and rights.

If necessary, the volunteer for deployment shall accomplish Annex B.

SECTION 24. Deployment of Volunteers. The NYVP Secretariat, NYVP authorized representatives, and volunteer-liaisons are the authorized supervising officers to deploy the volunteers in assignments or tasks which best match their individual interests, skills, and educational background.

A Pre-Deployment Form (*Annex J*) shall be filled out by the deploying individual or volunteer liaison, indicating the number of volunteers, their names, ages, and other relevant information. This form shall be turned over to the requesting party.

Volunteers who are minors shall submit a signed Parental Consent and Waiver Form (*Annex B*) to the volunteer liaison on or before the activity. Information about the minor volunteers shall be noted and given to the agency/organization implementing the activity which shall closely monitor the status of the said volunteer.

Minors shall not be deployed to areas far from home within ____ kilometers from the site or venue of the activity and will entail overnight activities.

The volunteer liaison shall ensure the provision of proper identification cards, such as IDs or QR codes for each volunteer before deployment.

SECTION 25. Supervision and monitoring. - The Volunteer liaison shall be responsible for monitoring the status of the volunteers deployed. At least one authorized NYC representative or volunteer liaison shall accompany the volunteers upon deployment.

SECTION 26. Debriefing and post-program evaluation. - After rendering volunteer services, the NYVP volunteers shall undergo debriefing, which can be conducted on site and jointly by the requesting party and the volunteer liaison.

ARTICLE VIII
VALIDATION OF POINTS / HOURS

SECTION 27. Reward - point system. - Corresponding points will be awarded to the volunteers with respect to the type of volunteer work rendered. A supplemental guideline (*Annex K*) shall be drafted by the NYVP Secretariat to determine the corresponding number of points for every volunteer service hour rendered.

ARTICLE IX
EMPOWERMENT OF YOUTH VOLUNTEERS

SECTION 28. Privileges of registered volunteers. - The Commission shall ensure that individual youth volunteers will be provided opportunity/ies for meaningful participation. To this effect, NYVP-registered volunteers shall have the following privileges:

1. To be included in the list of National Youth Volunteers Program will be provided with adequate training, capacity-building activities, and skills program.
2. To be prioritized in the selection of representatives for youth consultations, NYC-initiated activities, international youth exchange programs, and other avenues which may provide further exposure to the volunteer upon reaching a certain number of volunteer hours to be determined by the NYVP secretariat.
3. To be given an opportunity to collaborate with the NYC as partners, facilitators, or resource persons in the crafting, implementation and evaluation of youth development programs, projects, and activities, and will be given certificates accordingly.
4. To be recognized with service rewards upon meeting established criteria;
5. To be eligible for nomination for the KABAYANI Awards.
6. To be provided with other opportunities that would contribute to NYVP members' skills development

ARTICLE X

VOLUNTEER'S RIGHTS AND PROTECTION

SECTION 29. Rights of volunteers. - The NYVP volunteers of the Commission shall have the following rights (additional rights to be consulted with PNVSCA):

1. Use of their unique volunteer code /number that will be issued by NYC in their portfolio
2. Access to NYVP's policies, programs, services, and procedures.
3. Participate in the NYVP's deployment opportunities
4. Be part of the NYC's list of official volunteers
5. To feel comfortable with tasks assigned to the volunteer and to apply for a change or promotion in the volunteer work category.
6. To know what is expected of the program and to take part in planning.
7. To be recognized for their contributions to the National Youth Volunteers Program.

SECTION 30. Protection of volunteers. - Volunteers shall work in an environment that is free from gender-discriminatory actions, sexual exploitation and abuse, an environment considerate of various religions and culture, respectful, courteous, and safe.

Appropriate information, instructions and supervisions shall be provided to ensure the health and safety of all volunteers.

The NYVP Secretariat shall assess, classify, and determine which events may possibly entail danger/harm, and has the option to include a member of the NYC Emergency Response Team or partnered emergency response provider, to act as a medical first responder, when necessary. Any accidents sustained or witnessed should be promptly reported to the Volunteer Liaison, NYVP Secretariat, NYVP authorized representative and other appropriate medical response units.

Volunteers may be exposed and may have access to confidential and sensitive information in the course of their service and may be required to sign a Non-Disclosure Agreement (*Annex L*).

Section 31. Code of Conduct of NYVP Volunteers. NYVP Volunteers are part of the NYC that shall promote youth development

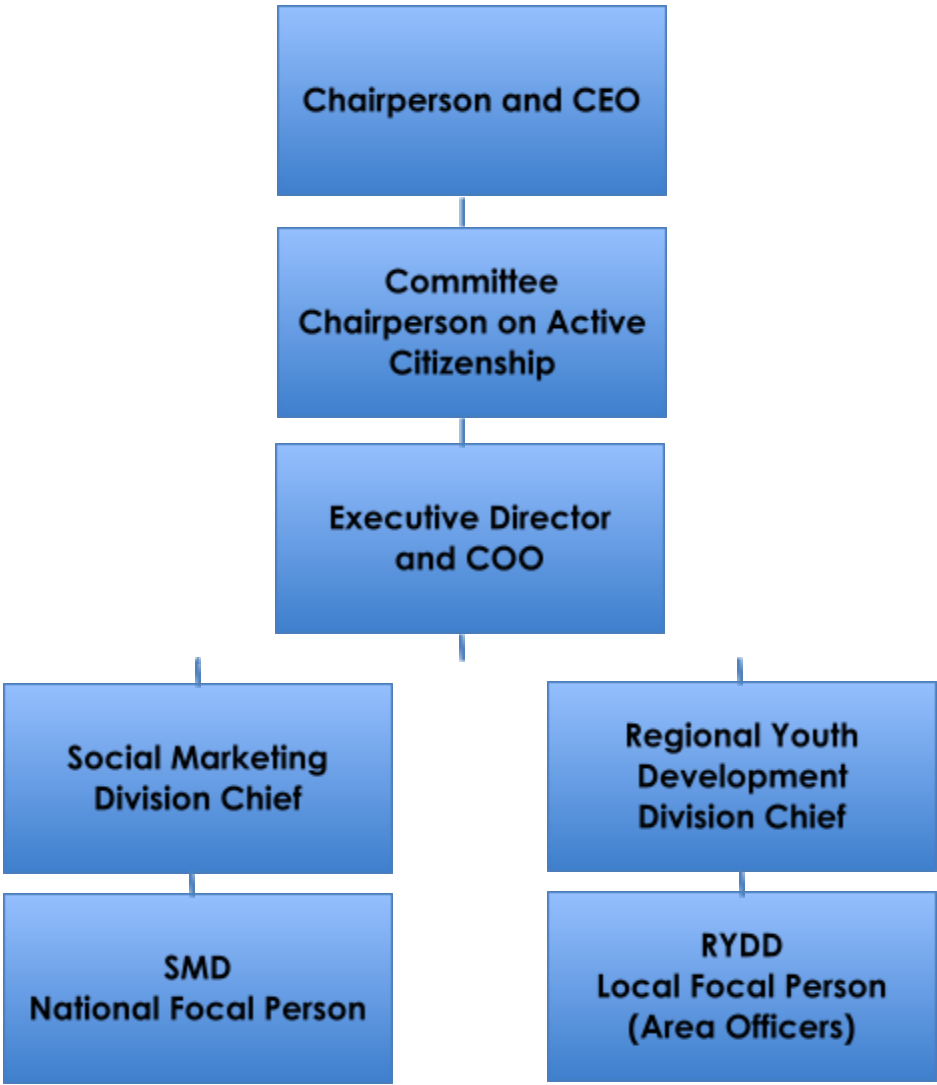
ARTICLE XI

THE NYVP VOLUNTEER PROGRAM SECRETARIAT

SECTION 31. NYVP Secretariat. - The NYVP Secretariat must be an NYC personnel who has a plantilla position. The NYVP Secretariat shall administer the program. The Commission shall provide necessary training for the development of the Secretariat such as but not limited to psycho-social debriefing training, training of trainers (GAD, SOGIE, Stress Management, etc.

SECTION 32. Composition of the NYVP Secretariat. – The composition of the NYVP Secretariat is based on the implementing and approving offices and divisions.

**PROPOSED SECRETARIAT FOR THE IMPLEMENTATION OF THE
NATIONAL YOUTH VOLUNTEERS PROGRAM (NYVP)**



SECTION 33. Duties and responsibilities. – Together with the NYVP Secretariat, it shall be the duty of the NYVP Focal Persons to enforce this guideline and see to it that all other policies, programs, and projects relevant to NYVP shall be properly executed. To this end, s/he shall perform the following duties and responsibilities:

1. Receives and check the completeness and verifies the requirements of application submitted to the National Youth Commission.
2. Coordinates with other NYC divisions/units, as well as other government and non-government partners for the conduct of programs, projects, and activities for the empowerment of registered individual youth volunteers.
3. Updates and maintains the database of registered NYVP volunteers.
4. Submits every month, a consolidated list of volunteer applicants to the Executive Director for approval.

SECTION 34. Reporting. - A summary of the consolidated report shall be submitted by the NYVP Focal Persons to the Commission Proper through the Executive Director at the end of each semester. The report shall include the following:

- Total number of registered numbers of individual youth volunteers at the end of the semester.
- Total number of applications received from the NYC authorized officers at the end of the semester.
- Total number of applications approved in the semester.
- Number of hours rendered by registered individual youth volunteers in the semester.
- Volunteer activities participated by registered individual volunteers in the semester.

ARTICLE XII

TERMINATION AND WITHDRAWAL OF MEMBERSHIP

SECTION 35. Termination of membership. - The National Focal Person, after due process has been observed, shall endorse to the Chairperson of Committee on Active Citizenship, through the Executive Director and COO, the termination, or the withdrawal of a volunteer’s membership, by issuance of a memorandum. The Chairperson of the Committee shall then endorse the Commission Proper accordingly for approval.

SECTION 36. Grounds for termination. - Any volunteer found to have committed any of the grounds for termination below shall be subjected to investigation by the NYVP Secretariat and/or volunteer liaison, and should the volunteer be found guilty at the level of the NYVP Secretariat, the Secretariat shall notify the Chairperson of the Committee on Active Citizenship of the findings.

1. Participation of the volunteer in the planning and/or execution of illegal activities.
2. Charge of any violation of the Philippine Constitution or law of the land or rules and regulations of duly constituted authorities and/or violation to any policy, resolution, or rules and regulations of the National Youth
3. Commission.
4. Such other grounds that the NYVP Secretariat Proper may identify through a resolution.

SECTION 37. Voluntary withdrawal. - Should the volunteer decide to withdraw his/her membership, s/he must notify the NYVP Secretariat by submitting a letter indicating their intent to end their membership and relieving them of the duties and responsibilities mentioned in this Guideline. The Secretariat shall acknowledge the notice of withdrawal, and immediately cause the removal of the name of the volunteer from the roster and archive his/her documents.

SECTION 38. Power of the Commission Proper. - The Commission Proper, through the Chairperson of Committee on Active Citizenship, upon review of the endorsement of the NYVP Secretariat, shall have the power to terminate, or approve the withdrawal of a volunteer's membership.

SECTION 39. Resolution terminating volunteer membership. - The Commission Proper, led by the Committee on Active Citizenship, shall decide whether the erring volunteer/s must be terminated. The decision of termination of membership shall be indicated in a resolution. The NYVP Secretariat shall promulgate supplementary guidelines on the process of investigation of complaints and termination of membership.

SECTION 40. Effects of termination. - The NYVP Secretariat, upon the issuance of the resolution of termination, shall immediately cause the following:

- removal of his/her name of the volunteer from the database and archiving of his/her documents for record purposes.
- forfeiture of his/her earned volunteers hours.
- invalidation of issuance of NYVP volunteer passport.
- revocation of access to the NYVP Portal.
- and all other effects that the Commission Proper may deem necessary.

ARTICLE XIII
FINAL PROVISIONS

SECTION 41. Effectivity. – This guideline takes effect upon release of the signed resolution.

SECTION 42. Posting. – The signed resolution approving this guideline and the guidelines itself shall be posted in the official NYC website and NYVP Portal.

SECTION 43. Amendments. – Any amendments or supplementary guideline hereof shall be made through a resolution by the Commission Proper.

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Annexes (with hyperlink to Google Drive)

- A. Registration Form
- B. Parental Consent/Waiver Form
- C. Directory of NYC Area Office
- D. Prescribed Template for Notice of Deficiency
- E. Initial list of Training Activities
- F. Personal Attestation for Lost Passport
- G. Memorandum of Understanding Template for LYDO
- H. Volunteer Request and Accountability Form
- I. Classification and Level of Complexity of Volunteer Service
- J. Pre-deployment Form

- K. NYVP Reward-point System Guidelines
- L. Non-Disclosure Agreement