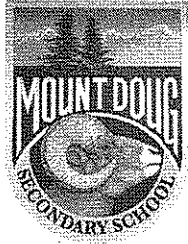


# Transition Planning



## Lattitude Global Volunteering (formerly GAP)

Complete the following document in detail with evidence of your research. Your responses should be thoughtful and reflective.

**Attach the following documentation to this booklet:**

- Career Cruising Matchmaker Report
- Resume and Cover Letter
- Reference Letter or Reference and Contact Information
- Copies of Scholarship Application (if applicable)
- Copy of Lattitude Application Form or Letter of Acceptance

Student Name: \_\_\_\_\_

Student #: \_\_\_\_\_

Grad Transition Advisor: \_\_\_\_\_

Due Date: **Feb 1<sup>st</sup> 2010**

# Lattitude Global Volunteering

(formerly GAP) [www.lattitudecanada.org](http://www.lattitudecanada.org)

Name: \_\_\_\_\_

Please provide detailed answers to the following questions:

1) Are you eligible for this program? Explain.

2) Why have you chosen this program?

3) Which countries are you interested in?

4) What links exist between your past experiences and future directions?

5) Have you researched the projects listed on the website (see attached) and learned what kind of placement you'd like? If so, which one interests you and why?

6) Have you completed steps 1 and 2 of the Application Process? Are they attached?

7) What costs are associated with this option? How much is the application and volunteer fee? Complete the attached budget.

8) What are your plans after volunteering? What type of career do you hope to pursue after your volunteer experience?

9) What is your back up plan?

# LATTITUDE.

## Quick Facts Information Sheet

[www.lattituede.ca](http://www.lattituede.ca)

Lattitude Contacts: Office – 1-604-569-3160

Stuart Sutton-Jones  
Reta Clark

Canada Country Manager  
Volunteer Presenter

[stuart@lattituede.ca](mailto:stuart@lattituede.ca)  
[retaclark@shaw.ca](mailto:retaclark@shaw.ca)

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Lattitude Canada believes in local governance. That means the communities we work with decide what our volunteers do and when their communities need your help.

**Eligibility** - Must be 18 years old or older (some placement for age 17)

Have the desire to challenge yourself, being ready to immerse yourself into a different culture

### STEPS TO GET WHERE YOU WANT TO GO

First and foremost **RESEARCH** the projects on the website and really know what kind of placement you would like. Ask yourself if you are ready to volunteer in a developing country. What kind of experience are you ready for?

#### STEP 1:

- Apply online at
- check all spelling, grammar, accuracy.
- make sure your application reflects what kind of volunteering experience you would like to have
- be flexible, think about more than one kind of experience and country
- your references are important, make sure the person knows you well

#### STEP 2:

- Prepare for the interview
- Bring a resume
- All students are required to bring **\$100 cheque** to the interview (non refundable)
- You will be given a post interview sheet that must be handed into the interviewer

#### STEP 3:

- You will be contacted by Latitude Canada Office in the spring to let you know you have been accepted. The exact placement will not be known at this time. Your application will then be sent to the country placement for assessment and selection. The Lattitude Canada staff work very closely at this time to ensure the proper placement for you
- There will be a \$800 non refundable deposit required at this time, which will be deducted from the total fee.

#### STEP 4:

- Placement presented and accepted by all parties

#### STEP 5:

- Orientation for all participants and parents

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### COST AND PAYMENT GUIDELINES

Lattitude Volunteer Fee: \$3200 Total

This is paid in 3 stages: \$800 on acceptance; balance of \$2,200 due 60 days prior to departure day

Interview Fee: \$100 non-refundable, payable at the interview. Please make cheque to: Lattitude Canada

Participants are responsible for their own travel expenses including airfare, health insurance visa-related costs and inoculations.

# Budgeting

Budgeting doesn't have to be an arduous task and can certainly prevent financial anxiety as the term progresses. Remember, make sure your budget is flexible because your financial situation will constantly change. Emergencies happen and it's always important to save some money for a rainy day! Try this sample budgeting form as a simple way for you to organize and manage your finances to ensure that your money lasts for your entire academic year.

<b>Budget</b>			
Pick an 8 or 4 month study period:			
September -April/May-August/September-December/January-April			
One Time Only Education Expenses		One Time Only Education Resources	
Tuition		Savings	
Books and Supplies		Awards (Scholarships&Bursaries)	
Other		Student Loan	
Total One Time Expenses (A)	\$	Total One Time Resources (C)	\$
Monthly Expenses		Monthly Income	
Housing (Rent or Mortgage)		Net Part-time Earnings	
Food		Contribution from Parents	
Utilities (Phone, Hydro, Cable)		Employment Insurance/ CPP	
Household (Laundry, Cleaning)		Social Assistance	
Transportation		Workers' Compensation	
Entertainment		Sponsorship	
Medical/Dental/Optical		Orphan's Benefits	
Child Care Costs		Child Care Subsidy	
Miscellaneous		Net Spouse's Income	
Other		Other	
=Total Monthly Expenses		=Total Monthly Income	
x Number of months (4 or 8)		x Number of months (4 or 8)	
Equals total living expenses (B)		Equals total living expenses (D)	
Total Education Expenses (A+B)		Total Education Resources (C+D)	
Total Education Expenses minus Total Education Resources = Financial Need			
	-	=	\$