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**TIME SHEET**

**Montreal,**

|  |  |
| --- | --- |
| **Hello** |  |
| **Fax :** |  |

**Following our telephone conversation, here is the time sheet to help you keep a record of the community work hours accomplished. Thank you for your collaboration.**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation : |  | Supervisor : |  |
| Youth’s Name : |  | Youth’s Number : |  |
| Number of Hours : |  | Deadline : |  |
| AJO Worker : |  | Phone Number : | (514) 521-2000 poste |
| Cell Phone Number : | 438 | Email : | @trajetoja.org |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Hours worked** | **Total** | **Activities** | **Date** | **Hours worked** | **Total** | **Activities** |
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| --- | --- |
| **Comments :** |  |
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**I certify that all the above information is true.**

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| --- | --- | --- | --- | --- |
|  | |  |  | |
| Supervisor |  |  | AJO Worker |  |
|  | |  |  | |
| Date |  |  | Youth |  |

**CONTRACT FOR THE ADOLESCENT :**

**I commit to accomplish my restorative measure and to respect the terms agreed with my supervisor.**

**I will be respectful to the people I come into contact with and I will offer a good quality of work. I will also notify my supervisor and the Trajet youth worker of any changes in my schedule.**

**I realise that if I do not respect the conditions mentioned above, this could put a term to my community service and as a result, my file may be closed as unsuccessful.**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

All people having access to this document are bound by confidentiality and must comply to the Youth Criminal Justice Act and Quebec laws concerning privacy. This document, and all information, written or verbal, concerning the adolescent can only be used within the framework of community work for which he is referred. Also, we ask that this time sheet is destroyed once the adolescent has completed his collaboration with your organisation.

NB: The text herewith is protected by the professional secret “Trajet / rapport de jeunes” and contains confidential information destined solely to the persons mentioned above. All other distribution, copy or disclosure is strictly forbidden. If you have received this message by mistake, please advise us immediately by telephone and mail us the original message without making a copy.

TRAJET INC.

**EVALUATION OF THE ADOLESCENT ACCOMPLISHING HIS/HER COMMUNITY WORK**

Please circle the *letters* that best qualify the youth’s collaboration

***Degree of initiative:***

1. Does not have any initiative, waits for the supervisor to be told what needs to be done
2. Has some initiative
3. Has difficulty making himself or herself useful to the organisation
4. Is able to make himself or herself useful to the organisation

***Working ability:***

1. Demands very little supervision for the tasks entrusted in him or her
2. Demands a lot of supervision for the tasks entrusted in him or her, needs assistance
3. Has difficulty respecting the work requirements
4. Responds well to the work requirements
5. Works well but is not always consistent in his or her tasks

***Attitudes towards work:***

1. Accepts the tasks that are assigned to him or her; is always voluntary
2. Works quickly and offers a satisfactory quality of work
3. Lacks motivation and fervor at work
4. Demonstrates a good level of motivation at work
5. Is helpful and offers a good collaboration

***Aptitudes at work with the clientele (if applicable) :***

1. Does not get involved much with the clientele
2. Gets involved with the clientele
3. Has difficulty building relationships with the clientele
4. Has the personal aptitudes that facilitate contact with the clientele

***Implication within the work team:***

1. Develops a positive relationship with his or her supervisor
2. Does not develop much of a relationship with his or her supervisor
3. Is receptive to the supervisor’s advice
4. is not receptive to the constructive criticism expressed to him or her
5. has gained the trust of his or her work team

**Sense of responsibility:**

1. Is reliable, diligent and punctual
2. Has difficulty respecting his or her schedule
3. Great improvement noted from the beginning to the end of the collaboration

**Comments :**