



GUIDELINES FOR MONITORS

1. The Monitor is requested to satisfy himself/herself that the young person:-
  - (a) will really benefit from being given the opportunity to broaden his/her experience and develop confidence and ability for the future;
  - (b) has made every effort to obtain sponsorship for funding from elsewhere, and has obtained any other monies required to ensure the success of his/her project;
  - (c) will undertake the project; and,
  - (d) has chosen a viable, worthwhile and safe project, for which, with the variety and volume of projects, the Trustees are unable to verify.
2. The Monitor is requested to vet the young person's completed application form before submission and to ensure that the applicant submits it before the closing date. The earlier the submission the better, as the Trustees may take into consideration the order in which applications are received. If necessary, the Monitor can discuss an application with the Adviser before it is submitted.
3. Where the Monitor is monitoring more than one applicant, the Monitor is requested to give an order of priority.
4. Where an applicant is successful in being awarded a grant, the Monitor is requested to:-
  - (a) Inform the Adviser when the balance of funds needed to undertake the project have been raised. The Adviser will then send the cheque to the applicant;
  - (b) Ensure that the money is going to be properly used, especially in the case of individual travel overseas where the pre-preparation needs supervision;
  - (c) Endeavour to have some contact with the applicant once the project has started;
  - (d) Keep the Adviser informed of any problems which may arise during the project;
  - (e) Ensure that a report is written by the young person giving an account of what happened on the project and what value was obtained from it under the terms of "Writing a Report"; and,
  - (f) Ensure that the report is submitted to the Adviser within three weeks of the conclusion of the project. If the final report is not submitted, SSYAT reserves the right to require repayment of the Award from the applicant.