








Memo board for the EVB institution representative (September to June)

<p>September</p> 	<ol style="list-style-type: none"> 1. I just registered my establishment for the first time. I have sent in the registration form and payment. or 2. If my institution is already registered, I must submit the renewal form and payment every year. The form is available from the "Faire partie du mouvement" (Join the movement) section of the website: http://www.inscription.csq.qc.net/EVB/. 3. I will not forget to send a copy of the form to my local union, if applicable.
	<p>I can consult the Guide d'animation EVB (EVB Facilitator Guide) in the "Faire partie du mouvement" section of the http://evb.csq.qc.net website at any time.</p>
<p>Throughout the year</p>  <p>Ecology</p>  <p>Pacifism</p>  <p>Solidarity</p>  <p>Democracy</p>	<p>Youths and adults implement actions related to ecology, pacifism, solidarity, and democracy, in keeping with the 6Rs (Reduce, Reuse, Recycle, Reevaluate, Restructure, Redistribute). The institution adopts an educational project and success plan that integrates EAV-EVB values. Here are some examples of concrete projects.</p> <ul style="list-style-type: none"> • Ecology: reduce the consumption of energy and resources, reuse and recycle • Pacifism: participate in awareness campaigns against sexism, racism, and violence • Solidarity: create Christmas baskets for underprivileged families, visit seniors • Democracy: provide advice concerning cooperation and tips for students <p> If I am lacking inspiration: I can consult the relevé de réalisations (statement of achievements) to find ideas for activities. This form can be found in the printed copy or the online version of the Guide d'animation EVB, and it must be filled out at the end of the year.</p> <p>Tip No. 1: Collect newspaper articles and photos in a special file throughout the year, in order to complete the relevé de réalisations more quickly at the end of the year.</p> <p>Tip No 2: Store all EVB documentation in the same place in order to facilitate access to the information for a possible new representative.</p> <p>I keep myself informed about:</p> <ul style="list-style-type: none"> • innovations related to EVBs, by visiting the EVB home page at http://evb.csq.qc.net; • events at EVBs, by consulting EVB Express on the EVB site. <p>theme days, weeks, or months, by consulting the Calendrier (Calendar) on the EVB home page or the Calendrier annuel (Annual calendar) in the "Activités" section of the site.</p>

Early May



RELEVÉ DE RÉALISATIONS
POUR L'ANNÉE scolaire suivante: _____

FICHE D'INFORMATION

Le Centre Louis-Jolliet de Québec joint le mouvement EVB

Don't forget to send my forms to:



1. Since the year is already in progress, I can complete my relevé de réalisations (paper copy in the EVB Facilitator Guide to be sent to the EVB Secretariat, or online version). Once the statement has been received, the EVB Secretariat will send me the annual placard confirming the renewal of my EVB status. I can attach this placard to the Gaïa that we received. If this is the first year of EVB status, the EVB Secretariat will send me the Gaïa lithograph along with the plaque. **It is recommended that the Gaïa be laminated** in order for the annual placards to adhere more easily, and in order for it to remain in good condition longer.
2. I can flesh out the paper version of my statement by including newspaper articles and photos of activities or accomplishments involving youths and adults, or anything that I consider to be relevant to the four EVB values. For the electronic version of the statement, I can digitize a few photos of these events and send them to the EVB Secretariat so that these wonderful achievements can be stored, and in order to better illustrate our successes!
3. **If a recognition activity is planned**, I must complete the form that is available in the Guide d'animation EVB, indicating the pertinent date, and return it to the EVB Secretariat, who will then be able to send me the materials that I need on time. If I would like **a representative of the CSQ and/or a representative of RECYC-QUÉBEC to be present** for the recognition activity, I must **mention this on the form**.
4. **All of the information that I require in order to organize a recognition activity is included in Section 5 of the Guide d'animation EVB.**
5. Finally, I must send a **copy** of all of this documentation to my local union, if applicable.
6. **I would like to see what we have accomplished during the year on the EVB site!** In order for this to happen, I must send digital or printed photos to the EVB Secretariat, along with an explanatory text that can be included in the **"EVB Express"**. If my photos include minors, I must obtain authorization from the parents in order to post them on the Internet. The form is very simple to fill out, and can be found in Section 7 of the Guide d'animation EVB. I must send any digital photos to admevb@csq.qc.net, and printed photos to the EVB Secretariat, along with the accompanying text.

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