

Operation VetBuild Team Leader Instructions

Operation Vetbuild is a peer-to-peer veteran support program run through The Royal Canadian Legion's OSI Special Section known as BSO Legion OSI. Our mission is to bring veterans as well as their families together to provide mutual support through hobbies in a social setting. Studies have shown that engaging in hobbies can have positive impacts on the brain and help stem off the symptoms associated with PTSD/OSIs.

There are four categories of involvement with Operation VetBuild.

1. **Team Leaders:** Must be a veteran/current serving member of the Canadian Armed Forces, RCMP or Allied Force veteran as well as be a Legion member enrolled in BSO Legion OSI. Their role is to coordinate meeting times and space with their local Legion Branch to facilitate Op VetBuild meetings. They are also responsible for securing donations through the poppy fund and through Op VetBuild fundraising/donation drive activities. During Op VetBuild meetings they will carry out host duties, introduce new members, assist participants, provide a safe environment and above all, have fun doing it! They will also be responsible to the Operation VetBuild National Program Coordinator for the following:
 - a. Must have taken or be willing to take the Mental Health first Aid for Veterans (Can be arranged free by BSO Legion OSI for hosts);
 - b. Provide a quarterly report on donations collected (kits, supplies, cash, poppy funds), report on the number of attendees at the meetings;
 - c. A host will need to have a Criminal Record and Vulnerable Sector Check screening completed by their local policing agency every **three years**, and proof needs to be provided to the national coordinator;
 - d. Be a member of the OP VetBuild Team Leader Group on Facebook to have access to various promotion/marketing materials as well as share experiences that can benefit the other team leaders and help maintain program consistency across the country, and so that we can list out locations and times online;
 - e. Provide photos of the meetings for use in social media/marketing as well as of proof that your program is operational, (make certain you get permission to share from the Veterans);
 - f. The Host must be willing to become aware of sources of support to refer veterans that may need more than the peer support offered by Op Vetbuild. HOSTS are NOT expected, nor permitted to act as a Service Officer for participants of Op Vetbuild, unless the Host is a Command, District or Branch Service Officer;
 - g. We expect the host to hold everything discussed at the meeting in confidence, so attendees feel comfortable being open; and

- h. We are NOT mental health professionals, nor are the hosts. We can listen, have empathy and offer to help someone find further resources as required.

Participants: Must be a veteran/current serving member of the Canadian Armed Forces, RCMP or Allied Force veteran, an immediate family member of the above (parent, spouse, sibling, child), a Law Enforcement Officer that has served on an overseas mission. First Responders can participate in the program, **it is VERY important to note that if local poppy funds are used, that poppy funds can NOT be used for First responders, unless they also qualify as a veteran.**

- 2. Participants do not need to be Legion members. Children under 18 must be accompanied by an adult.
- 3. **Subject Matter Experts:** At times, there may be a requirement where there is no team leader that possesses the skills to mentor the hobby aspect of the program. In these cases, a Team Leader may bring in a subject matter expert to facilitate learning. They would not need to meet the same criteria as the Team Leader but should be a Legion member. The Team Leader would still be overall responsible for the conduct of the program.
- 4. **Donors/Sponsors:** Are companies, hobby shops, special interest groups and private citizens that wish to donate to or sponsor the program. **As a Not for Profit no tax receipts will be issued.**

Currently, the program is geared toward plastic scale model building and acrylic/oil or water colour painting. As we grow, we will look to introducing other mediums to broaden our offering. With that in mind, all new ideas must go through the national coordinator for discussion/feasibility and approval.

BSO Legion OSI also runs Buddy Check Coffee. It is encouraged that you tie that program into Op VetBuild to encourage more to come out and enjoy a social setting.

What general guidelines?

Op Vetbuild activities should be scheduled at least 2 weeks in advance. We STRONGLY recommend that hosts market their Op Vetbuild advertising through the section Facebook groups. This will allow it to be shared across all the veteran social media networks our members are engaged with.

The host should keep an updated list of local, provincial and national resources and key contact information for supports for the veteran.

The BSO-OSI will be able to assist with some of the information like the VAC emergency numbers as an example.

Consumption of Alcohol at a BSO Legion OSI events is NOT permitted

I have read the above and acknowledge my roles and responsibilities as a Team Leader of Operation VetBuild.

Print Name: _____

Signature: _____

Date: _____