

# 2019/2020 Cooperative Education Program in BC First Nations Schools PROPOSAL TEMPLATE – WITH SAMPLES

PROPOSALS ARE DUE: Monday, June 17, 2019

*Funding can be provided for the 2019/2020 Fiscal Year only.  
Proposals covering multiple years cannot be accepted.*

School Name:	
Contact Person:	Email:
Phone:	Fax:

Grades of students expected to participate	7	8	9	10	11	12
Number of <b>nominal roll</b> students in grades 7-12 who will participate in the program:						
Number of <b>non-nominal roll</b> students in grades 7-12 who will participate in the program:						

**Brief Description of Program Structure / Organization**

- *Who* will be responsible for / coordinate the program?
- *How* will the program be structured – i.e. how will the program components will be integrated into the school’s schedule / extra-curricular option?

**Samples:**

- We will hire a full-time Program Coordinator to work with the expected 25 students. The Program Coordinator will provide direct career exploration supports to students and will identify job shadowing / work placement options for interested students. The Program Coordinator will also organize employment readiness training and will coordinate and supervise students on relevant field trips. The Coop Ed activities will be integrated [how integrated into the school schedule / programs or offered as after-school activity??].
- We will pay a part-time Program Coordinator who will work 15 hours per week to ....
- We will be running a program in cooperation with two neighboring First Nation schools and we will share a full-time Program Coordinator who will ....

## Summary of the Activities to Be Implemented

- Proposals DO NOT have to include all the components offered below, it's up to the applicant which activities you choose to apply for. Although you can apply for any number of activities, keep in mind proposals will be assessed on if the budget request is reasonable and within your capacity to implement all of the proposed activities.

## Career Exploration & Employment Readiness:

*What, if any, career exploration and employment readiness activities will be included in the program (e.g. career fairs, career exposure / planning activities, employment readiness training, career-related courses, etc.)?*

### Samples:

- 10 students will attend a career fair [name the location] to meet with trainers and possible employers in order to learn about a variety of career opportunities, educational requirements, professional prerequisites, required skills, etc.
- Our students and staff are planning to attend the Skills Canada Provincial Competition [insert brief details here].
- Our Coop Ed Coordinator will work with each student to develop a resume and use the Internet to access job search and career exploration programs.
- We will invite guest speakers to describe a variety of careers and associated requirements.
- Our Coop Ed Coordinator will take students to visit a post-secondary institute [name the location] to learn about post-secondary opportunities, pre-requisites, and what to expect in terms of "life at school."
- Students will take part in a Babysitting Course, including a First Aid component.
- Students will be supported to create a resume by the end of the school year, which will highlight their job training, employment skills, and volunteer work / job placements.
- A series of speakers / mentors will visit the students (a fisheries worker, lawyer, engineer, Traditional Knowledge Keepers, artists, school principal, teachers, water technician, Right to Play National Coordinator) to increase awareness of different career possibilities, increase exposure to the importance of education to meet career goals, and increase understanding of a "day in the life of" the different mentors.
- We will spend the first part of the school year focusing on guided career exploration activities by helping students create a Career and Education plan, which will involve activities related to understanding self, identifying dream careers, career exploration, and goal settings. Students will also create resumes and participate in sessions on topics such as workplace ethics, professionalism, time management and other workplace skills. These sessions will be intended to ensure that students are prepared for their work placements.
- Students will participate in a number of field trips to explore opportunities in our region, including a fisheries site, a logging site, where they will learn safety aspects (hi-vis safety vests, construction safety hats and boots, safety officers, supervisors, etc.), a sawmill, a construction site, and the community gas bar.
- Students will attend a science fair located [ xxxx ].
- We will host workshops involving a geology, mining, and biology professional explaining their work and what they do in the field every day.

- We will provide our students training sessions on Food Safe, First Aid Level 1, SafeTalk & Asist (which teaches about suicide alertness and life-saving supports / resources), and Naloxone (life-saving training and kits for people experiencing an overdose).

### Work Experience (unpaid):

*What, if any, work experience opportunities will be included in the program (e.g. job shadowing opportunities, short-term unpaid work placements, job site visits, etc.)?*

#### Samples:

- Our students will visit a local logging operation to see what happens from the cutting of the trees to the production of the lumber, gaining exposure to all related employment opportunities.
- Our students will study the need for recycling and tour the local recycling depot, learning how to sort refuse, what becomes of the recycled items, and what jobs are related to recycling and other ecology-related industries.
- Interested students will spend time working in the Nation's Restaurant to find out what it's like to work in that industry and to learn about soft employment skills – reliability, timeliness, courtesy, etc.
- Our students will meet with our education and career counselor to identify work placements / job shadowing opportunities that best suit their goals. The Program Coordinator will seek local businesses, organizations, and leaders who will be matched with interested students. After the work experience / job shadowing opportunities are complete, we will schedule a final event to bring all of the participants together to thank our partners and celebrate student successes.
- One of the local forestry groups will take a few of our students to do tree planting.
- Our students will job shadow our knowledge keepers and find out what it takes to be in the guiding industry.
- Our Coop Ed students will have job exposure and mentorship through job shadowing and support from our school staff, including school maintenance, office secretary, and kitchen staff. The students will rotate through each position to have as many experiences as possible.

### Land-based and/or Traditional Skills:

*What, if any, land-based and/or traditional skills will be included in your program (e.g. exposure to local artists, traditional activities, etc.)?*

#### Samples:

- Cultural "Leaders-on-the-Land" will be hired to act as mentors. Students will choose a work placement with a cultural mentor to shadow for a day.
- As we know many of our students will be out on the field due to their cultural background and possible future employment, we will provide a three-day Wilderness Survival workshop to teach mindset, how to find food, build a fire without matches, build shelter, etc.
- We will provide activities that will include medicine gathering, a mini-feast and development of a feasting handbook, and art workshops.

### Students' Projects:

*What, if any, student projects will be included in your program (e.g. help with community events, an in-school volunteer project, community-service project, etc.)?*

#### Samples:

- Our students will raise chicks that will be eventually transferred to the community chicken coop. In doing so, the students will learn about responsibility and work ethics.
- Our students will build raised garden plots for the community gardens, which they will later tend throughout the summer following our program.
- The Coop Ed students will participate in a Gardening Project at the school, to learn about landscaping and gardening careers by actively participating in the construction of a school garden. Students will grow organic food to provide healthy snacks for students and for distribution to community members – an important practice consistent with our ways: helping one another. We will purchase rain collection barrels to help with watering and to show how rain collection is a sustainable practice that can be done at home.
- The students will participate in leadership, management, advocacy and prevention projects, such as a Language Symposium, an OPIOID workshop, and an Indian Residential Schools Conference. These projects will be co-developed and co-hosted by the Program Coordinator and students.
- Group of grade 8 students will manage and operate the school's recycling program (including financial management) toward fundraising for yearend trip. Students will be supported by Coop coordinator and regularly report to the principal.

### Trades & Technology Initiatives:

*What, if any, trades and technology related activities will be included in your program (e.g. a maker or trades day, supporting a community trades project, etc.)?*

#### Samples:

- We will purchase two 3D printers to help students expand their skills in computer technologies and we will organize complementary activities to help students learn more about related careers.
- Students will have an opportunity to explore trades through the development of a Maker Space, including a short-term building experience for students. A Red Seal carpenter will help lead this project.
- Students will take a field trip to the Ideaforge Maker Space in Penticton. They will explore various tools and software, learn the basics of design principles, collaborate to produce a personal image, transfer the image onto computer software, and use a laser cutter to reproduce the image on wood.

### Entrepreneurship & Self-employment:

*What, if any, entrepreneurship / self-employment activities will be included in your program (e.g. learning opportunities related to business development, role modelling entrepreneurship, etc.)?*

#### Samples:

- Local performers will provide a songwriting and music creation workshop, and give a concert for the community once the workshop is over.
- A self-employed dog-sledding business owner will speak to our students about the tasks that clients / tourists do not see, and students will have a chance to enjoy the dog-sled experience.

**Program Budget – With Samples**

While there is no specific maximum amount, the overall budget request will be considered in comparison to the expected number of participants.

<b>Planned Expenditure</b> *Note: Drop Down Menu used below	<b>Explanation</b> <i>(please list all expenditures separately and explain how amount is calculated)</i>	<b>Amount</b>
Salaries for Program Coordinator / Lead Teacher (not already covered by other DISC funding, including TEFA core funding or elementary / secondary education or band support/tribal council funding)	Salary for Cooperative education coordinator for 7 months (September to March) incl. MERCs (15%), 40 hours per week	\$ 41200
Equipment for students and other necessary costs directly related to a work placement including, but not limited to, criminal record check, uniforms, personal safety gear, up to a maximum of \$300 per participant	Personal Protective Equipment for 5 students job shadowing at construction site (hard hat, high visibility vest, protective footwear)	\$ 1250
Travel for coordinator / teachers to meet employers	Cooperative Education Coordinator to meet employers, inspect work sites, monitor students during work placements, 10 trips at approx.300km round trip to city X and town Y in private vehicle @\$0.53/km	\$ 1600
Participant costs such as living expenses, travel costs and room and board	Visit to postsecondary institution (UBC): Bus transport to Vancouver, 3 nights room and board for 10 students and 2 teachers	\$ 12000
Other	Occupational First Aid Level 1 for 5 students, \$110 course fee per person	\$ 550
Other	Honoraria for 2 guest speakers at career fair (\$200 per day per person)	\$ 400
Other	Insurance for students during work placement	\$ 100
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	<b>Sub-total</b>	\$ 57,100
	Administration Fee (max. 5% of sub-total)	\$ 2,855
	<b>Total Amount</b>	\$ 59,955
Please describe all other expected contributions to the program, including financial and/or in-service:		
Signature of school principal / lead teacher / administrator demonstrating approval of proposed activity:		