**2022/2023 Cooperative Education Program (COOP)**

**FINAL REPORT TEMPLATE**

**FINAL REPORTS ARE DUE: Friday, March 24, 2023**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Grades of students that participated | 7 | 8 | 9 | 10 | 11 | 12 |
| Number of eligible (**on the nominal roll)** students in grades 7-12 who participated in the program: |  |  |  |  |  |  |
| Number of non-nominal roll students in grades 7-12 who participated in the program: |  |  |  |  |  |  |

|  |
| --- |
| **Brief Description of Program Structure / Organization**   * ***Who*** *was responsible for / coordinate the program?* * ***How*** *was the program structured – i.e. how did the program components integrate into the school’s schedule / extra-curricular option?* |

**Summary of the Activities that were Implemented**

**Career Exploration & Employment Readiness:**

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

**Work Experience (unpaid):**

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

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

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

**Students’ Projects:**

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

**Trades & Technology Initiatives:**

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| --- |
| ***What, if any, trades and technology related activities were completed in your program (e.g. a maker or trades day, supporting a community trades project, etc.)?*** |

**Entrepreneurship & Self-employment:**

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

|  |  |  |
| --- | --- | --- |
| **Program Budget** | | |
| **Completed Expenditure**  \*Note: Drop Down Menu used below | **Explanation** *(please list all expenditures separately and explain how amount is calculated)* | **Final Amount** |
| 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) |  |  |
| 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 |  |  |
| Actual costs for special equipment and facilities to accommodate students’ special needs, up to a maximum of $3,000 per participant |  |  |
| Staff training directly related to cooperative education |  |  |
| Travel for coordinator / teachers to meet employers |  |  |
| Participant costs such as living expenses, travel costs and room and board |  |  |
| Choose an item. |  |  |
| Choose an item. |  |  |
| Choose an item. |  |  |
| Choose an item. |  |  |
| **Sub-total** | |  |
| Administration Fee (max. 5% of sub-total) | |  |
| **Final Total Amount** | |  |
| Please describe any other contributions made to the program, including financial and/or in-kind: | | |
| Signature of school principal / lead teacher / administrator confirming the final report details: | | |

Thank you for your completed 22-23 COOP Final Report

Final Reports Deadline: **Friday, March 24, 2023**

Submit via email to: [soniao@fnesc.ca](mailto:soniao@fnesc.ca) or by fax to 604-925-6097