**First Nations and Inuit Youth Employment Strategy**

**2023 - 2024 Summer Work Experience**

**New Online Form Introduction**

Powered by Alchemer:



We are introducing a new **work plan** form for the 23-24 Summer Work Experience Program. The new form is created within Alchemer and can be accessed through a link provided via email or found on both our websites at [www.fnesc.ca](http://www.fnesc.ca) or [www.fnsa.ca](http://www.fnsa.ca) under the ‘Funding Programs’ tab.

Some things to note regarding the new form:

1. Open the workplan by clicking the provided link. The Summer Work workplan should open within your internet browser. Please note: ensure the link you’re clicking on comes from a trusted FNESC source, for example, the Officer, Funding Programs or directly from our website.
2. Before completing the workplan, review the following documents:
	* Summer Work Experience Program Guidelines
	* Allocation Letter – will be available through DocuSign and states the specific funding amount that your First Nation organization is receiving
	* Always note the submission deadline/reporting deadlines.
3. When you’re ready to fill out the workplan, follow the prompts and complete each section as required.
4. Submit the form: Once you are satisfied that the form is complete and accurate, submit it via button on final page. You should receive a confirmation message or email that the form has been submitted successfully and a pdf. copy of your workplan.
	* If you need to make changes after the form is submitted, contact soniao@fnesc.ca, she can send you a link to access and make changes to the form.

If you have any questions or concerns, please reach out to Sonia Okogbaa, Officer, Funding Programs at soniao@fnesc.ca.

Workplan Deadline:

Final Report Deadline: September 25, 2023