



**Central Okanagan
Public Schools**

Together We Learn

CAREER LIFE PROGRAMS HANDBOOK

DIGNITY, PURPOSE & OPTIONS

Every student will graduate with the attributes, credentials and experiences to connect their career life plan with their individual talents and passions in pursuit of a balanced, meaningful and fulfilling life.

October, 2017

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Roles and Responsibilities for District Career Life Programs Consultants

Career Life Program (CLP) Consultants are available to School District No. 23 staff and the Central Okanagan community to aid in the implementation of a successful connections for our students/staff.

Roles and Responsibilities

- Coordinate, monitor, evaluate and implement Career Life Programs in School District No. 23
- CLP long-range planning
- Communicate Ministry Career Education guidelines
- District CLP support for community, teachers, administrators, etc.
- Coordinate District CLP Meetings/Conferences
- Ministry, post-secondary and community CLP liaison
- CLP In-Service
- Resource Implementation - My Blueprint, Redesigned Curriculum
- Work cooperatively with school staff to continuously revise and improve the Graduation Transitions 12 (MAP) presentations
- CLP budget
- Audit documentations
- Ministry Reports
- Representatives for Advisory Committees
- Okanagan Regional Consortium
- Elementary connections
- District Website
- District Events (IGen, Skills Canada, Jr. Achievement, Career Fairs, Conferences, Take Our Kids To Work)
- Monitor student apprentices/dual credit students
- Liaise with Dual Credit instructors/parents/students
- Collaborate on ACE-it, YES2IT, ITA YOUTH WORK initiatives and procedures
- Recruitment of employers/students to ITA YOUTH WORK/Dual Credit programs
- Promotion of ITA YOUTH WORK/Dual Credit to students,
- ITA YOUTH WORK/Dual Credit information Nights

Roles and Responsibilities for District Career Life Programs Community Facilitator (Julie)

The Career Life Program (CLP) Community Facilitator is available to School District No. 23 staff and the Central Okanagan community to aid in the implementation of a successful connections for our students/staff.

Roles and Responsibilities

- Coordinate Career Fairs, Conferences, Taste of Culture, Young Entrepreneurship Competition, Project Placements, District Job Shadows
- Special Events Support
- CCM and CPC staff liaison for DAS
- Communications/Publications/District Website
- School/District/Community partnerships
- Security, Maintenance and Support for DAS
- District Statistics
- Readiness Special Projects (Skopus, Spreadsheets)

Roles and Responsibilities for District Career Life Programs Manager

The Career Life Program (CLP) District Manager is available to School District No. 23 staff to aid in the implementation of a successful Dual Credit and Career Explorations programs for our students/staff.

Roles and Responsibilities

- Maintain DAS system with support from the CPCs and CCMs
- Provide ongoing support to school-based CCMs
- Maintain financial records of CLP department, including receiving, coding and forwarding invoices to Director for budget approval
- Process CLP field trip requests
- Record and distribute all CLP and Dual Credit meetings minutes
- Complete general secretarial duties - certificates, name tags, reflection sheets, ordering food, travel arrangements, photocopying, CLP email communications, set up meeting rooms, assist with room clean up,
- ITA YOUTH WORK clerical support and events assistant
- Dual Credit support and events assistant – application processing, communications with programs, invoicing, marks reporting and recording, ITA reports and invoicing

Roles and Responsibilities for Secondary Career Life Programs Curricular Leaders

To coordinate and promote CLP in their school and organize access to the community to provide students with relevant and meaningful career life experiences to help fulfill our promise:

- Promote CLP events and resources to students and parents
- Promote CLP events and resource updates to school staff at every staff meeting
- Coordinate school-based Career Life Programs opportunities and promote program awareness to students, teachers, and parents
- Identify grade 11 and 12 Career Preparation students (1701s) and coordinate their involvement in career life experiences that are relevant to their specific Career Preparation program and career development.
- Ensure that by Grade 12, every student has a meaningful career life plan that is presented as part of the MAP process
- Attend school-based team meetings
- Attend all meetings called by district CLP staff
- Work cooperatively with district staff and other schools to plan and coordinate student access of community educational experiences
- Coordinate, consult, prepare and reflect with students for Work Experience 12 placements and job shadows
- Maintain accurate and updated records of worksite placements
- Maintain accurate and current records of the required 30 hours of work experience and/or volunteer hours for Graduation Transitions 12
- Promote community resources (presenters, field trips and conferences) to students and teachers
- Promote, inform and assist dual credit options for students
- Facilitate opportunities for teachers to experience the value of community-based learning
- Contribute to the maintenance of an up-to-date Career Centre and website that provides students with easy access to career educational resources
- Coordinate and support the implementation of my Blueprint
- Assist with course selection processes
- Complete district forms and reports that relate to CLP
- Work cooperatively with district staff and other schools to continuously revise and improve the Graduation Transitions 12 (MAP) presentations
- Plan and coordinate the Graduation Transitions 12 (MAP) presentations

To complete other school-based CLP responsibilities as assigned by the Principal

Roles and Responsibilities for Middle School Career Life Programs Curricular Leaders

- Coordinate school-based Career Life Programs opportunities while establishing and maintaining standards of excellence for the programs
- Promote program awareness, conferences, and events to students and parents through websites, mailouts, Synervoice, etc
- Promote CLP events, resources and in-service opportunities updates at staff meetings
- Complete district forms and reports that relate to Career Life Programs
- Attend District Career Life Program meetings
- Assist in rolling out the new Career Education curriculum at your school
- Facilitate *My Blueprint* at your school
- Inform and assist students regarding Career Preparation program articulation with secondary schools
- Maintain positive community relations with teachers and community
- Promote and coordinate the events offered – including but not exclusively...
 - Grade 9 Take Our Kids to Work Day (Nov)
 - UBC-O goENG GIRL (Oct)
 - BC Skills: (Mar)
 - Spaghetti Bridge
 - Sumo Robot
 - Gravity Vehicle
 - Jr. Carpentry
 - Discovery Days – non competitive
 - IGen (Jan-June)
 - Kelowna Cultural Connection (May)
 - Project Placements – (All year)
 - Candy Striper Gr. 8-9
 - Halloween Haunt Gr. 9-12
 - Kelowna Scarecrow Assistant Gr. 9-12
 - Art Break Assistant Gr. 9-12

Roles and Responsibilities for Secondary Career Centre Managers

Organize, maintain, update, and promote Career Centre resources that assist students with their transition to post-secondary work/education.

1. Develop effective systems that provide easy access to information about work and post-secondary education.
2. Disseminate career information to various classrooms in the school.
3. Assist students with career education technology resources.
4. Work with school staff to update and promote Career Centre resources.
5. Assist interested parents/community members to access Career Centre resources.

Coordinate student and teacher access to community-based learning opportunities available through the DAS.

1. Reserve, record, and maintain on the DAS the use of Career Life Programs community resources by students and teachers.
2. Contact employers and other community members to arrange participation in work experience and manage the logistics of each student's progress through placement to the point of evaluation.
3. Assist the District Career Life Programs Manager to update DAS information and collect requested data.
4. Assist the Career Life Programs teacher(s) to promote and register students for Career Life Programs special events.
5. Assist teachers to access community-assisted learning opportunities.

Assist the Career Life Programs teacher(s), counsellors, and other school staff with the development of Career Centre-based initiatives that assist students with their transition to work and post-secondary education.

1. Assist with the access by teachers and students to the Student Learning Plans.
2. Assist teachers with the coordinating and scheduling of Career Life Programs community-assisted learning opportunities.

Assist the Career Life Programs teacher(s) with the administering of Career Life Programs.

1. Assist with distribution of CLP information to school-based staff and community.
2. Assist in the collection of Work Term Reports, Employer Evaluations, Work Experience Placement Evaluations, and other community learning assessments.
3. Assume responsibility for all other clerical tasks related to the operation of Career Life Programs and the Career Centre in respective school.

Spotlight/Snapshot/Guest Presenter Sessions

Spotlight (Gr. 10-12) Snapshots (Gr. 6-9)

- “Career specific” guest speaker who speaks about their job/career, training/education required, job prospects and includes a hands-on activity.

Guest Presenter: person comes in to a specific class to speak about a curricular related subject but not about their career.

Format for a Successful Spotlight

- Students sign in on Spotlight Attendance Sheet
- CCM enters attendance into MyEd BC
- Send Attendance List to School Staff

1. Introduction – Approx. 30 minutes:

About the Presenter:

- Who am I? (brief history – interests as a youth/young adult)
- What age did I become interested in my career/field?
- Education and/or training necelTA Youth Workry for my career
- Continuing education/training once in the job/field

About the Career:

- Certification necelTA Youth Workry, prerequisites
- Training routes, institutions, etc.
- Duties and responsibilities; skills required
- What do you like, dislike about the job
- What should students know prior to entering the career
- Opportunities, trends, labour market statistics etc.

2. Activity: - Approx. 30 minutes:

The activity would involve the students in one of the following types of learning situations which relates to the topic:

- problem solving
- decision making
- interactive tour
- video, slide presentation

Some of the strategies which may be used include:

- individual or small group activity
- demonstration
- teach a relevant concept then use to demonstrate idea

3. Wrap-up: 15 – 30 minutes:

- Question/Answer session
- Students complete reflection exercise

Project Placements

- Work Experience Hours Allotted
- The definite start and finish to a community project/event.
- The students are involved with the planning, delivering and reflecting of the project/event
- Gr. 9-12 (14 yrs old)
- Community-based project with a mentor supervisor
- Usually after school hours
- Hour commitment varies with projects
- Created and monitored by District Community Facilitator
- Students responsible for getting themselves to the community site

Job Shadow

- Work Experience Hours allotted
- Age limit: Minimum age of 14 years
- 4-8 hours at a worksite
- Observational, informational and reflective learning

Prior to a Job Shadow, the following must be completed:

- A **Work Experience Education Program Placement Agreement** (This form must be filled out and all signatures in place prior to students attending a worksite placement-excluding the host, which will be signed the very first thing upon students arrival at the worksite).
- **Parent and Teacher permission** must be completed.
- CCM to advise the school secretary of the student absence

Completion:

- Job Shadow Placement Booklet must be completed and handed in
- Thank you card must be completed and handed in - or email to be sent.
- Student must attend a debriefing session

Dual Credit Program Shadow:

Prior to a Dual Credit Program Shadow, the following must be completed:

- **Parent and Teacher permission** must be completed.
- **Parent acknowledgement of "No Insurance Coverage"** - parent signature/initials
- CCM to advise the secretary of the student absence

Completion:

- Dual Credit Program Shadow Booklet must be completed and handed in
- Student must attend a debriefing session

ALL signatures must be in place prior to the Job/Program Shadow.

Dual Credit Programs

Bob Boback
Dual Credit Consultant
1040 Hollywood Road
(250) 860 9729 ext. 4273
Email: Bob.Boback@sd23.bc.ca

Josh Dorf
BCIT Coordinator
Rutland Sr. Secondary (250) 870-5110
Email: Josh.Dorf@sd23.bc.c

Dual Credit programs allow students the opportunity get a head start on a career while earning both high-school credits and post-secondary credentials while in high school.

Trades Dual Credit programs can be divided into three categories:

1. **ITA YOUTH TRAIN** (Partnership programs) - Foundation trades training programs with our post-secondary training partners (**OC, BCIT, EITI**).
2. **ITA YOUTH WORK** - Trades apprenticeship training (work and school combined).
3. **School Based Programs** - AST, Culinary Arts, Firefighter, EMR, and Computer Systems located at SD 23 campuses.

Who can take a Dual Credit program?

- Students who would benefit from a hands-on learning opportunity through an apprenticeship or college experience.
- Students who have explored their career choice prior to starting a dual credit program.
- Ideally students would start a dual credit program during second semester in their grade 12 year.

What are the benefits?

- Earning high school credits and post-secondary credentials while enrolled in college or an apprenticeship program.
- Gaining valuable life experience from working and attending a college program.
- Getting a head start on training for their future. A stimulating and engaging environment for students compared to a regular classroom setting.

What does it cost?

- Costs vary for each program.
- Tuition to post-secondary programs is covered by SD No. 23.
- Student fees, books, tools, and supplies are the students responsibility - range from approximately \$250.00 - \$2,500.00 - depending on the program.
- Tuition is pro-rated for AME-S and AME-M due to program length.

First Step: A student needs to complete a Dual Credit Application found online and should be made available in your Career Centre.

Okanagan College Programs

- Aircraft Maintenance Engineer – Mechanic
- Aircraft Maintenance Engineer - Structures
- Auto Collision Trades – Collision Repair, Paint, Auto Refinishing Prep Tech
- Automotive Service Tech
- Carpentry/Joinery
- Culinary Arts
- Pastry Arts
- Electrical
- Heavy Mechanical Trades – Heavy Duty/Commercial Transport/Diesel Engine/Transport Trailer
- Plumbing & Piping Trades – Plumbing/Sprinkler/Pipe Fitter
- Recreation Vehicle Service Tech
- Refrigeration & Air Conditioning Mechanic
- Residential Construction
- Sheet Metal
- Welding
- Health Care Assistant

BCIT Programs

- Electrical & Industrial Electronics (Graham Rd)
- Heavy Mechanical Trades – Heavy Duty/Commercial Transport/Diesel Engine/Transport Trailer (RSS)

School Programs:

- GESS - Certified Education Assistant (CEA)
- KSS - Automotive Service Tech
- RSS
 - Forestry (Utility Arborist)
 - Emergency Medical Responder (EMR)
 - Firefighting
- MBSS
 - Firefighting
 - Culinary Arts
 - Hairdressing

Trades Sampler Program: Students will be engaged in several related hands-on projects/activities as well as building science and trades related math. Topics covered include:

- Drafting
- Carpentry
- Electrical
- Plumbing
- Sheet Metal
- Applied Math/Science

www.sd23.bc.ca/ProgramsServices/CareerLifePrograms/dualcredit

ITA YOUTH WORK

This is a work-based training program that gives students the opportunity to earn secondary school credits for their on-the-job work experience in an apprenticeable trade. This requires a student to be working with a certified tradesperson who is willing to sponsor the student as an apprentice.

A student may earn up to 16 high school credits when they have a formal Industry Training Authority (ITA) agreement signed by their employer and receive a Secondary School Apprenticeship certificate upon graduation.

Many students elect to devote one entire semester in grade 12 to their apprenticeship.

How does the ITA YOUTH WORK Program work?

- Students must have an employer who is willing to sponsor you as an apprentice before applying.
- Students complete work hours at their afternoon, evening and/or weekend positions with their employer sponsor.
- Students learn trade-specific skills from their sponsor on-the-job.
- The student and sponsor (with the support of the SD No.23 ITA YOUTH WORK Coordinator) track and report hours and progress throughout the program.
- The ITA YOUTH WORK Coordinator will work with the sponsor to evaluate the student's progress and assign secondary school credits as required.
- Application Packages should be made available through your Career Centre and collected by CCM's.
- Student will be expected to participate in an interview conducted by the ITA YOUTH WORK District Coordinator. The Coordinator will arrange to meet with your employer to discuss the program and complete the necessary ITA Youth Work paperwork.

ITA YOUTH WORK Scholarship?

Students who successfully complete the ITA YOUTH WORK program may be eligible for a \$1000 scholarship from the Ministry of Education, in cooperation with the Industry Training Authority (ITA). Students must meet the following criteria to be eligible:

- Have graduated with a Grade 12 Dogwood or Adult Dogwood.
- Successfully complete the full 480 work-based training hours
- Received credits for ITA YOUTH WORK 11A, 11B, 12A and 12B.
- Maintain a C+ average on all Grade 12 numbered courses.
- Continue working or training full-time in the trade 5 months after secondary school graduation and have 900 hours reported to the ITA.

Work Experience

Work Experience Hours Allotted

Age limit: Minimum age of 14 years

Two or more days at a community worksite

What is Work Experience?

- Provide students with new learning experiences that go beyond what is learned in school.
- Provide students with opportunities to apply in-school learning to the world of work.
- Provide students with opportunities to prepare them for transition from school to work environment.
- Community – based.
- Placements should not be performed in the student’s own school unless there are special circumstances.

Non-Paid (Authentic) Work Experience:

Prior to a Work Experience placement, the following must be completed:

- A **Work Experience Education Program Placement Agreement** (This form must be filled out and all signatures in place prior to students attending a worksite placement (excluding the host, which will be signed the very first thing upon students arrival at the worksite). **ALL signatures must be in place prior to the beginning of a WEX placement.**

Paid Work Experience:

Prior to a Work Experience placement, the following must be completed:

- A **Training Plan** must be handed into the Career Center **BEFORE** paid work experience can be counted towards WEX 12A or WEX 12B. This is designed to advise the employer that the student will be using their job to collect hours towards WEX 12. It outlines the employer’s responsibility, business details, outline of duties, safety orientation, confidentiality training, and **verification of WCB coverage and the employer’s WCB number – mandatory!** A Career/Life Coordinator or designate must contact the employer to establish this Training Plan and evaluation criteria.

Monitoring

- Monitoring should consist of work site visits, and phone calls or emails.
- Monitoring activities must be documented

Completion:

- A work term report must be completed and handed in prior to changing the activity to “Complete” and assigning the hours.
- An evaluation must be completed by the supervisor

Summer/Spring/Christmas Placements Procedures: Names of students out on placements and their Training Plans during school closures must be handed in to the District CLP Consultant before schools close. The CLP Consultant then becomes the designate responsible for any Work Experience issues that may arise until school re-opens.

Career Programs Job Placement Process

This is an explanation of the process to be followed in setting up a work experience placement and the subsequent activities which will follow.

1. When a **new** employer is interested in hosting students, the employer and the Career Programs Coordinator discuss placement details and fill in the “Code Request Form”.
2. The code request form is faxed to the District office to be put into the SSDAS (Student and School District Administration System) database.
3. When a student is interested in a placement, the Career Centre Manager or Career Programs Coordinator calls the employer to arrange a mutually agreeable date for a student placement and to set up a safety visit.
4. If the placement is agreed upon, the student will contact the employer at least one week prior to confirm the date and arrange an interview time.
5. The student will be interviewed by the employer prior to the placement date. The student will bring the following to the interview:
 - Resume
 - Work Experience Placement Agreement – filled out except for employer’s signature
 - Training Plan
 - Appraisal form
6. During the interview, the following should be discussed or done:
 - Employer signs all copies of the Agreement and keeps a copy
 - Employer reviews resume and gives feedback to student
 - Training Plan is completed which includes:
 - a. Duties and responsibilities
 - b. Appropriate dress
 - c. Hours of work, days of work
 - d. Employer’s expectations or rules
 - e. Safety orientation
 - Appraisal form reviewed
 - Respond to student’s questions
 - Employer gives student feedback on interview skills
7. Student returns two signed copies of the Agreement and the Training Plan to the Career Centre at the school. The Career Programs Coordinator and the student discuss the interview in preparation for the worksite placement.
8. Student attends the work placement for the agreed duration.
9. On the last day of the placement, the employer and student spend 5 to 15 minutes reviewing the completed Student Appraisal form. The student returns the completed form to the Career Centre at the school.

Student Injury Reporting Procedure

- **Within 72 hours** of student's injury, FORM 7 (Employer's Report of Injury) is completed, signed and dated by the SD#23 teacher sponsoring the placement (see appendices)
- **Send the following to Career Programs Consultant, Hollywood Road (Patti O.)**
 - **Form 7**
 - **Work Experience Placement Agreement (copy)**
- A Risk Management Incident Report Form (found at your school office) completed and sent to School Board Office attention: Payroll Department

PSI (Post-Secondary Information)

Code request sheets are required. This is to be used when any type of post-secondary institution sends a representative to speak about available programs or students tour program facilities i.e. Dual Credit. **Students are assigned to PSI Info**

The information will be recorded in the monthly statistics reports showing the total number of Post-Secondary Information sessions your school has hosted.

Grad Transitions

Each school has been assigned their own GT codes. **These do not require a code request sheet to be completed.** These hours are used to track the 30 hours required for Graduation Transitions (**not WEX**). Work Experience hours can be counted towards Grad Transitions hours **BUT volunteer** Grad Transitions hours **CANNOT** be counted towards Work Experience hours.

Volunteer: This would include helping out at community events such as parades, family fun nights etc. Record what the activity was, date & time, organization involved, contact person, duties (past or present) and number of hours.

Paid Work: Here you can add a student and job details: a contact person (supervisor), phone number and a brief description of duties (past or present) and number of hours.

Code Request Sheets

Must be completely filled out

- Full address – including postal code, phone number, supervisor name etc.
- “Occupation or Event Name” is the career title - not the name of the company.

Must be signed by the Career Coordinator. If the CPC is absent, VP signature will suffice.

For CP & JS codes:

Prior to submitting a code request sheet, do a search in DAS to see if the business is already in the system. If it is...

- Record the “business code” number on the bottom right of the sheet.
- Check the “activities” to see if any “active” placements can be used. If there is an existing activity which is similar to the current needs, HES can re-activate the assignment, but we will need the current name & contact number of the supervisor.
- Safety check & WCB number (for CP placements only) should be listed if the business is a recent addition. If it is an old listing, then you should see a date entered in the “Comments” box of the business detail noting prior visits & WCB confirmation.

For students' “paid employment” - the employer’s WCB # **must** be recorded.

If a code request sheet comes in without a safety check, or WCB #, it will be assumed that it is for “Unpaid Placements Only” and will be noted under “Special Notes”.

A safety visit must be done prior to sending a student on a worksite placement – JS (1)/CP(1).

CC	Career Conference (District)
CC-S	Career Conference (School)
FT	Field Trips (# of trips - not # of attending students)
GP	Guest Presenter (# of presenters - not # of attending students)
PRE	Preparation (Jr. Achievement, First Aid, World host, Food Safe)
SL	Spotlight (District)
SL-S	Spotlight (Secondary Schools - Mentorship Luncheons, Traditional Spotlights)
SP	Snapshot (Middle Schools)
GT	Grad Transitions (Paid / Volunteer Work - 30 hrs.)
WEXEQ	Work Exp. Equivalency (Heavy Metal Rocks, Skills Competitions, Dragons' Den)
WEXCP	WEX Placements
WEXCP1	WEX Placements (One time only – placements (existing jobs)
WEXOD	Hrs. from other Districts
WEXJS	Job Shadow
WEXJS1	Job Shadow (One time only – not in catalogue, Take Our Kids to Work)
WEXPP	Project Placement

Mass Assignment

Mass Assignments are requested through HES for activities that involve an entire grade(s) such as Take Our Kids to Work, Jr. Achievement programs, school career fairs, etc. Once students are entered into MyWEX, the CCM then goes into the system and removes those students who did not participate.

Mass assignment cannot be done for Spotlights/Snapshots etc. This must be done manually by entering one student at a time with the data (start/end date) then saving by clicking on the green check mark with the plus sign. This allows you to enter student after student, without having to enter details with each entry.

Skills Canada Protocol

Regional Competition: (Okanagan College)

Each school is responsible for registering and paying for their student's entries and providing any TOC's required.

Provincial / National Competitions: (Abbotsford Tradex)

District CLP pays for:

- Student registration only

Student and parent meals, hotels and mileage is to be covered by individual schools.

Teacher TOC, mileage, meals and hotel is to be covered by individual schools.

Career Hours:

- **10 hrs. for Regional Level**
- **20 hrs. for Provincial Level**
- **30 hrs. for National Level**

APPENDICES

School District No. 23 Career Life Programs

REQUEST FOR DAS CODE



Job Title or Event Name: _____

Placement Date: _____

School: _____ Student Name: _____

Activity Type: (Definitions on reverse) WEXJS WEXJS1 WEXJS-S CC CC-S
WEXCP WEXCP1 WEXCP-S PP PP-S SL SL-S SP

WEXJS/JS1 and WEXCP/CP1:

IS/JS1 or CP/CP1: If this is a new business, please provide the Worksite Visitation Date: _____

CP/CP1 only: If PAID Employment you MUST provide the Employer's WCB#: _____

You must provide us with the Business and Supervisor or Presenter info below, and then also complete Section A OR B:

Business/Organization: _____

Address: _____ Phone: _____

City: _____ Postal Code: _____ Cell: _____

Supervisor or Presenter: _____ Fax: _____

Position: _____ Email: _____

Section A: Job Shadow/ CP Placement Daily Schedule/Times: _____

Maximum Placements Host Will Do: _____ Maximum Students Per Placement: _____

Description/Information/Comments: _____

Dress Code/Equipment Needed: _____

Section B: Spotlight/Snapshot/School Based Conference Career Theme: _____

Date: _____ Time: _____ # Hours of Credit: _____

Curricular Related? Yes No (CLP Event) Supervising Teacher: _____

Grade/Class/Group Involved: _____ # of Students: _____

Description/Information/Comments: _____

CP Coordinator Signature: _____ Date: _____

CLP District Office: Approved/Entered in CIS: _____ Date: _____

ACTIVITY CODE: _____ **BUSINESS CODE:** _____