P.O. Box 1403 Yellowknife, NT X1A 2P1
Tel: (867) 873-8743 Fax: (867) 988-3727
E-mail: info@skillscanadanwt.org / Web: www.skillscanadanwt.org
Facebook: Skills Canada NWT / Twitter: @skillsnt

Skills Canada
Northwest Territories

Skills Club Introduction

Throughout the NWT adults in skilled trades and technology careers volunteer their time to share their knowledge with youth through specialized Skills Clubs. These Skills Clubs provide students instruction and mentoring from experienced professionals in various occupations in Skilled Trades and Technology. Skills Clubs are offered to youth under 30 years old, most commonly to students in grades 9-12, generally as weekly two-hour sessions within an 8-24 week period.

If you are interested in coaching a Skills Club, the Skills Canada NWT office has various resources to help you get started. Current resources include:

- ***Skills Club Application for Funding:*** This application lays out the information we need to consider your request for funding
- ***Skills Club Guidelines*****:** This document includes policies and procedures regarding the administration of a Skills Club in cooperation with our office.
- ***Attendance Record:*** An excel spreadsheet that can be used as a template for tracking participant attendance.
- ***Skills Club Registration Form:*** A two-page document that all participants **must complete** and copies returned to Skills Canada NWT. This document provides contact information as well as participant rules and conditions.
- ***Participant Evaluation:*** This helps us to assess the impact of our programs on youth participants and also gives us measurable results we can take to funders.
- ***Final Report Template:*** While we try to keep paperwork to a minimum, we still need to ensure accountability for the funds we provide, both for ourselves and our funders. The report template is designed to make this as easy as possible for our community partners.

Many Skills Club participants display what they have learned at the annual Regional Skills Competitions and Territorial Skills Competition (TSC) with the winners of the TSC advancing to nationals. Some participants go on to pursue careers in skilled trades and technology, which is our best measure of success.

We greatly appreciate the contribution of our volunteer instructors and the participants who make these clubs happen. We believe the Skills Clubs are one of our best programs and offer fantastic opportunities to northern youth. If you have any questions or want to get started, please contact our office at any time.

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Skills Club Guidelines

Starting a Skills Club:

- Skills Clubs must be related to skilled trades and technology as reflected in Skills Canada NWT's mission "to promote careers in skilled trades and technology for northern youth."
- Skills Clubs funded by Skills Canada NWT may take place during or outside of regular school hours.
- Skills Clubs participants do not have to be actively attending school but must be under 30. Youth who are not attending school may participate at the discretion of the instructor.
- Skills Clubs must apply annually for financial support.

Application Process:

- Applications can be found at our website www.skillscanadanwt.org
- Skills Club Applications will be accepted March 1- October 15 with the Skills Club agreement period ending the last day of February.
- Completed applications are to be submitted by email to info@skillscanadanwt.org or by fax to (867) 873-8743.
- All Skills Club receipts and documents are required by the agreement year end date of the last day of February.
- Skills Canada NWT has a fiscal year end of March 31. In order to manage year-end spending, all authorized purchases for Skills Clubs must be completed by the last day in February and all receipts/invoices must be submitted by March 31 in order to receive reimbursement.

Skills Club Guidelines:

- Registration forms must be completed for all participants and submitted to Skills Canada NWT. We recommend that Skills Club coaches keep a copy of the registration forms for their own records so they have contact information for club participants.
- **Skills Canada NWT is not responsible for any participants in Skills Club activities where registration forms with the signed release/waiver have not been submitted.**
- Instructors must track participant attendance for both in-school and extracurricular Skills Clubs. A template attendance form in Excel format is available through Skills Canada NWT. Records can be electronic or paper, so long as the information is provided to Skills Canada NWT at the end of the Agreement period.
- Participants in Skills Clubs are encouraged to compete in the Regional Skills Competitions (where applicable) and Territorial Skills Competition. However, this is not a requirement for participation.
- Instructors/host facilities are asked to periodically photograph the youth participants and items built/created by Skills Club participants. Copies of these photographs should be submitted to Skills Canada NWT no later than May 15 each year.
- Tools and equipment funded by Skills Canada NWT remain the property of Skills Canada NWT, regardless of where they are used. In cases where the tools/equipment have significant value, descriptions of the items plus serial numbers (if applicable) should be provided to Skills Canada NWT. In turn, Skills Canada NWT will provide numbered, tamper-proof Property ID tags for these tools and equipment; the Property ID tags must be attached to the tools/equipment once the tags are received by the instructor/host facility.