

2023-2024



SKILLS CLUB
HANDBOOK

Skills Canada Northwest Territories

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PLEASE NOTE:

Please reference our website frequently to ensure you have the most up-to-date information on Skills Clubs, our programming, initiatives and more.

If you have any questions please contact our office.

What is a Skills Club?

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, as weekly two-hour sessions within an 8-24 week period, often running during a school year. If you are interested in obtaining your own funded Skills Club, the Skills Canada NWT office has various resources to help you get started and make an informed decision:

- **Skills Club Application for Funding:** This application lays out the information we need to consider your request for funding. Applications can be found and completed on our website, 'www.skillscanadanwt.org'.
- **Skills Club Handbook:** This document includes policies, procedures and expectations 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.
- **Expense Claim Template Sheet:** When you submit your receipts and backups for your purchases, you must complete the provided Expense Claim Template Sheet to ensure you get properly reimbursed.
- **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. We are a nonprofit organization who receives funding, who in turn, passes it on to Skills Club Leaders. We are responsible for ensuring our funders receive the proper reporting and documentation so that we can continue to financially support registered skills clubs in communities across the Northwest Territories. This 'Final Report' will be provided to approved Skills Clubs in **February 2024**.

Many Skills Club participants display what they have learned at annual Skills Canada NWT competitions, with the top placing competitors of the Territorial Competition advancing to nationals, and representing their school alongside Team Northwest Territories. Some participants even go on to pursue careers in skilled trades and technology. Although we encourage skills club participants to get involved in the Territorial Competition, *it is not required*.

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 strongest initiatives and can offer fantastic opportunities to NWT youth.

Skills Club

Policies and Guidelines

Starting a Skills Club:

- Skills Clubs must be related to skilled trades and technology as reflected in Skills Canada NWT's mission "to engage northern youth in the exploration of skilled trades and technology careers." [The skill area that you wish to run should be reflected in ECE's list of certified trades in the Northwest Territories.](#)
- Skills Clubs funded by Skills Canada NWT may take place either during or outside of regular school hours.
- Skills Club Leaders are free to choose their own "curriculum" or schedule, and projects to complete. Skills Clubs typically have an 'end-goal' with participants having the opportunity to complete a final project, using the skills and abilities they've developed through the Skills Club.
- 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. Special exceptions may be made.
- Skills Clubs must apply annually for financial support. The amount of funding may vary from year to year.
- Skills Club Leaders will have no more than 2 registered skills clubs in their name.

Application Process:

- Skills Club Applications will be accepted **October 30th - January 30th** on our website, www.skillscanadanwt.org.
- It can take up to 14 days to receive an approval or a denial of a skills club application, depending on how many applications need to be reviewed.
- We do our best to allocate our funding to as many communities as possible with a wide variety of skill areas. A skills club may be denied approval due to a high number of existing skills clubs in the area, or there is already a high number of registered skills clubs in that specific trade.
- 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. Purchases made after February must be checked and verified with our office. You may submit your expense claim through our website, or email them to 'andrea@skillscanadanwt.org'.
- All receipts, and/or invoices/proof of payment, with the attached completed expense claim **MUST** be submitted by **Friday, March 8th, 2024.**

Missing the strict deadlines above will void our ability to reimburse you, with opportunities for future funding being impacted.

Funding and Reimbursement:

- New Skills Clubs have an opportunity to receive up to **\$1,500.00** in funding.
- Existing/recurring skills clubs have an opportunity to receive up to **\$1,000.00** in funding.
- Skills Clubs that are approved 'X' amount of funding initially, may be able to receive additional funding throughout the school year.
- Skills Canada NWT will only reimburse a registered Skills Club for the total amount allocated. If you submit an expense claim that exceeds the allocated amount, we are not responsible to cover any overages.
- We are able to reimburse you either electronically, or via cheque. The turnaround time on reimbursement depends on the method, and processing times through our/your banking institution. Skills Club Leaders can expect reimbursement within 2 weeks.
- 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 returned.
- 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.
- Skills Club leaders may be contacted at any point and be requested to provide some activities that the participants are doing. We share these updates on our website and social media pages.
- Funding is eligible for consumables, materials and supplies less than **\$500.00**. ***Anything over \$500 is considered a 'capital purchase', and needs to be verified and requested ahead of time through Skills Canada NWT.***
- Tools and equipment funded by Skills Canada NWT remain the property of Skills Canada NWT, regardless of where they are used. This equipment is not the property of the institution where it is housed, and should not be used for regular classroom instruction. 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. Purchases and equipment with significant value should be verified prior to purchase by our office.

- The funding used for your Skills Club must be used exclusively for your club. This includes tools, equipment, software, non/perishable food items, etc. The funding must be used to purchase the necessary items required to complete the projects and activities.
- All purchased equipment remains the property of Skills Canada NWT. It must remain on the premises of wherever the Skills Club took place. If you are planning on registering a Skills Club the following year, we ask that you try to reuse equipment and purchased items for future clubs.
- Outdated equipment that is no longer needed or usable (old software, outdated technology) can be sold. All profits made from sold items must be given back to Skills Canada NWT either by e-transfer or cheque. *The money will be given back to your recurring Skills Club, on top of the funding that you will be receiving!*
- *We ask that if possible, please provide us a list of planned purchases for your Skills Club before you make the transaction.* We ask because if there are sudden changes with our funding that affect our Skills Clubs and what kind of items are allowed to be purchased, we can ensure you receive all of your necessary equipment and reimbursement in full.