

# Skills Canada NWT

## SKILLS CLUB MANUAL

### *Getting Started*

#### **What is a Skills Club?**

A skills club is an extracurricular club organized and run by any volunteer who wants to create an opportunity for youth to learn about a specific skill. These clubs usually meet for up to 3 hours, once or twice per week. The goal of any skills club is to teach participants about a particular skill, in any one of a number of trade and technology fields.

Skills club participants are encouraged to continue participating in Skills Canada NWT programs by competing in skills competitions at the school level and beyond. Top performing and highly skilled competitors may be invited to attend the Skills Canada NWT Territorial Competition. Skills club leaders are encouraged to support students by providing coaching and mentoring, as well as helping participants prepare for competitions.

#### **Who can start a Skills Club?**

Any teacher, parent, or interested volunteer can start a skills club. You do not have to be an expert in the skill area yourself. While experience is important, particularly where safety is concerned, Skills Canada NWT is willing to provide professional development for skills club leaders who would like to improve their own skill level.

#### **Who can join a Skills Club?**

Any youth who fits within the age category can participate in a skills club. Skills club leaders are expected to set an appropriate age range for their club. This helps to ensure the safety of all participants.

#### **When do Skills Clubs meet?**

Skills clubs typically run as extracurricular activities, and club participants will meet outside of school hours or during the lunch hour. However skills clubs can meet whenever is most convenient for them.

Skills clubs can operate for the duration of the school year, or for a shorter period of time. At minimum, skills clubs should run for at least 8 weeks.

## What are the benefits of registering my Skills Club with Skills Canada NWT?

There are many benefits of registering your skills club with Skills Canada NWT. Even if your club does not require funding for this school year, we strongly encourage you to register any extracurricular trade or technology club operating within your school or community.

Currently, Skills Canada NWT is developing a *Skills Club Rewards Program*. This program will give registered clubs access to exclusive discounts with local NWT vendors. Skills Canada NWT will notify club leaders regularly, as businesses are added to the rewards program. The up to date list of businesses will be available on our website.

Additional benefits include the following.

### Funding

- Financial funding of up to \$2,500 for *NEW* skills clubs.
  - A *NEW* club is one that has not existed in your school/community for at least 5 years.
  - Funding is provided as a reimbursement for the purchase of supplies and equipment for the club. (Funding may not be used to cover wages or professional fees.)
- Financial funding of up to \$1,500 annually to support recurring skills club
  - Funding is provided as a reimbursement for the purchase of new supplies and equipment for the club. (Funding may not be used to cover wages or professional fees.)

### Resources

- Project templates and descriptions.
- Posters and other promotional items for your club.
- An annual *Skills Club Kit*, with club specific items. (e.g. tool belts, cosmetics bags, t-shirts, stickers, etc.)

## Training & Development

- Professional development opportunities for skills club leaders in the trade or technology area that your club focuses on.
- Contact with other skills club leaders to share best practices and other information.

## Discounts

- A 10% discount for skills club participants on Skills Canada NWT Territorial Competition registration fees.
- Access to desktop computers at NO COST. If your club requires computers or computer equipment, before purchasing any equipment please contact Computers For Schools at (867) 873-6455.

## How do I request funding or resources for my Skills Club?

All supported skills clubs must be registered with Skills Canada NWT. Skills club registration is available on our website at [www.skillscanadanwt.org](http://www.skillscanadanwt.org)

To complete the registration process select “*Sign up for a Skills Club*” found on the skills club program page.

Documents and resources are accessible to you once your registration is complete. You will be required to create a login and password for your Skills Canada NWT account in order to register your club, at which point you will be given access to our online *Member’s Area*.

Registration for skills clubs is available beginning on September 5, 2018.

## How do I receive my funding?

Once your skills club registration has been approved you may claim your club’s expenses up to the approved amount prior to **March 22, 2019**. Any expense claims received after this date will not be reimbursed.

Expense claims must include itemized receipts and must be submitted online. You will be provided with the information about how to submit your expense claim, once your club has been approved.

## Reporting Policies

To remain in good standing with Skills Canada NWT, every skills club is required to submit a year end report. The following documents must be included in your report.

- Student Registrations
- Student Feedback Forms
- Year End Report
- Attendance Record
- Inventory Record
- Photos of your club through the year

Your year end report, including all of the items listed above, must be uploaded directly to your member account on [www.skillscanadanwt.org](http://www.skillscanadanwt.org) prior to **June 20, 2019**.

Blank templates for these items can be found within the *member's document centre* online.

## Who can I talk to for more information?

If you require additional information about skills clubs or any Skills Canada NWT programs, our office can be reached by phone at (867) 873-8743 or by email at [info@skillscanadanwt.org](mailto:info@skillscanadanwt.org). Additionally, information on our programs is available on our website [www.skillscanadanwt.org](http://www.skillscanadanwt.org).

## Step-by-Step Instructions

Ready to start a skills club? See the instructions below.

## Completing the Online Application

1. Visit our website, [www.skillscanadanwt.org](http://www.skillscanadanwt.org)
2. Click "SIGN IN" button (top right side of the menu)
  - a. You will be routed to a Sign-In page
3. Click "Create An Account" (just below the blue 'Log In' button)
4. Complete the Registration Page with the main contact information for your skills club. (*This is the person who will be operating the club, and handling the reporting.*)
  - a. If your school will be running more than one club, have each club leader complete this process. If you will be leading more than one club, please select the appropriate box and our office will be in touch to get additional club details.

5. Create a *Username* and *Password* for your account. This is required to complete the application, upload documents, and access resources exclusive to skills club members.
6. Once complete, log-in using your new credentials. You are ready to apply!
7. On the right you will see a drop down menu, select *Skills Club* from the drop down menu.
8. Complete the details within the form, and press *Submit*.
9. Once complete, you will receive an email with confirmation of your application. Your application is now being processed and you will be contacted via the email provided on the account with confirmation of your funding status.

## What Comes Next

If approved, you will receive an email with details on important reporting dates, steps on navigating your skills club account, and how to claim expenses.

Skills Canada NWT will notify you if your application is incomplete or if funding is not approved for your club.

**If you have any questions please contact our office by phone at (867) 873-8743 or by email at [info@skillscanadanwt.org](mailto:info@skillscanadanwt.org).**