

# Career Exploration Centre — SAITCity

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## Community Leader Checklist: Before, During and After a Visit to CEC- SAITCity

### Before your session, the Community Organization will:

- Work with a Career Exploration Centre representative to coordinate a session date as well as arrival and departure processes.
- Distribute, collect and submit a signed Parent Letter and Permission and Waiver Form\* for each student. *Before submitting or bringing the permission form to SAIT:*
  - Make sure the parent has completed all fields on the form.
  - Scan and email all permission forms to [exploring.careers@sait.ca](mailto:exploring.careers@sait.ca), in advance of your visit if possible. If you are bringing the physical forms to SAIT, make a copy of each student's signed permission form for storage at your school.
- Prepare youth: Introduce and have students complete all the preparation videos and elearning activities on the website. These materials are designed to orient students to the experience, language and concepts in the SAITCity program, to foster deep and meaningful learning, and to support higher needs learners (e.g., ESL and struggling readers).
  - Preparation videos and materials are found on the password protected side of the website in the Before your visit section,
  - Students must complete and bring the Career Interests Worksheet to the CEC.* This worksheet accompanies the Virtual SAITCity activity.
- Prepare your supervisors: Distribute a Adult Volunteer Letter\* to each adult acting as a supervisor (including parent volunteers, educational assistants, guidance counsellors, teachers, and principals serving supervisors).
- Prepare yourself: Access the Roles and Responsibilities elearning video and checklist on the password protected side of our website to familiarize yourself the work you, your supervisors and your students will perform during the day.

### During your session, the Community Organizer will:

- Address any behaviour issues.
- Ensure supervisors are performing their responsibilities.

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## During your session, the Community Organizer and adult supervisors/chaperones will:

- Engage in meaningful dialogue with students during the activities to promote greater understanding of students' career choices and interests.
- Support higher needs students.
- Ensure that the students re-set career activities for the next group of participants.
- Review, discuss and stamp student reflection sheets.
- If students are assigned a laptop/tablet for the day, complete a CEC User ID sheet and provide to CEC staff for secure storage.

## After your session, the Community Organization will (optionally):

- Support students in further career exploration.
  - Engage in the After Your Visit activities (in the password protected area). All passwords expire annually on June 30.
  - Direct youth and parents/caregivers to explore the information contained in the [Students](#) and [Parents](#) sections on the public side SAITCity website
- Community Organizations are encouraged to provide feedback to the CEC at [exploring.careers@sait.ca](mailto:exploring.careers@sait.ca).

**Go big!** Some educators have followed up their visit by using our materials to help youth select high school courses, launch a career fair day at school/their organizations, make presentations about their day to other youth at school, and develop their learning/career portfolios. What could you do?

**Have questions about nitty gritty details like lunch, drop off/pick up times, etc.? Check out our [FAQ](#) page.**