

Application – Career Exploration Centre 2017-18

Final application deadline: October 9, 2017. Apply early! Applications will be reviewed and, if successful, approved shortly after they are received.

Scan and email the form and letter to exploring.careers@sait.ca.

Part 1: School & Teacher Information

Date: _____ School Board / District: _____

School: _____

School Phone Number: _____

How did you hear about this program? _____

Part 2: Class Information

* List information for **all** teachers who will attend with the class. The classroom teacher **MUST** be the individual who applies and must attend the CEC with their class. **Class size not to exceed 40 students.

Teacher Name(s) * <i>List the classroom teacher first.</i>	School Subject (s)	Cell Phone	Work Email Address	Grade Attending	Number of Students **	Have you attended the CEC before?	I would like to receive CEC updates
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
						<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

<p>Start and End Times</p> <p>The SAITCity program lasts 4.5 hours on the SAIT campus (includes a 30 minutes for lunch). A typical day runs from 9:30 am to 2 pm. However, we can accommodate arrivals as early as 8:30 am and departures as late as 3:00 pm.</p> <p>We will arrive at SAIT at: _____ A.M.</p> <p>We will depart SAIT at: _____ P.M.</p>	<p>My school is able to spend 4.5 hours on the SAIT Campus.</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>
<p>Transportation</p> <p>SAIT will cover the cost of busing. Teachers are responsible for booking the bus. Teachers must submit busing receipts to their school board/district to be reimbursed for the cost of busing. Should your class be unable to attend a session and you do not cancel the bus within the bus company's notification period, your school will be responsible for paying the cancellation charges issued by the busing company.</p>	<p>I understand I am responsible for booking the bus, submitting busing receipt to my board/district and paying for any cancellation fees.</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p>
<p>Pre-Visit Preparation</p> <p>The Career Exploration Centre has developed approximately 50 minutes of online career exploration activities you and your students can access at school or home to prepare for a meaningful visit to the CEC. <i>This work is especially beneficial for higher needs learners.</i> Specific information on these activities will be provided if your application is accepted.</p>	<p>I/we agree to complete <u>all</u> of the preparation work.</p>	<p><input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>If no, please explain in your application letter.</p>

Part 3: Application Requirements

A. Scan and email this completed **Application Form** with your letter by the deadline (above):

B. Letter

- Write a letter telling us why you would like your students to come to the Career Exploration Centre.
- Explain how this experience will be integrated into your classroom or school.
- List up to 5 potential dates you are available to visit, or let us know if you are flexible and we will schedule a date for you. (We cannot guarantee that we will be able to accommodate your dates.)