

## Career and Skills Training Programming/Activity Description

Thank you for sharing your expertise and great ideas with the Career and Skills Training Website.

Please email this form to: [EDUC.Skills@gov.bc.ca](mailto:EDUC.Skills@gov.bc.ca). Use 'Toolkit' as your subject.

Project Description	
Project Name	
Web Link(s)	
Project Leader Contact Information School District/Business name	
Project Purpose/outcome description Career Awareness Career Exploration Career Engagement	
Target (k-6, 7-9, 10-12) Number of participants	
<b>Activity/Programming: what is the activity, how will be run, how does it relate to local, regional labour market demands, who is involved,</b>	

<i>Provide brief descriptions of your activity's organizational and operating elements</i>	
Staff required	
Volunteers	
Partners – industry, parents, post-secondary, other?	
Timeline for planning, implementing and putting on the activity/program	
Funding/budget – how much per student or total for the event	
Type of materials (consumables, equipment )	
Location rental (facility, room, equipment)	
Transportation	
Catering	
Support resources - permission forms, lesson plans, handouts, information	
Marketing Materials/communication	
Other?	
Documents to support the event (attach where possible or put a url)	

NOTE: If you have pictures that document the activity, please include them. (Please make sure you have a release form)