



CAREER TREK
STEPS IN THE
RIGHT DIRECTION

FAMILY HANDBOOK
NORMAN REGION
2016 - 2017

“Never confuse grades with potential.”

TABLE OF CONTENTS

Introduction	3
What is Career Trek?	3
Why Should Your Child Become Part of Career Trek?	3
Why Should Your Child have a Post-Secondary Education	4
How are Participants Selected?	4
Project Structure	5
General Structure.....	5
Departments Offered	5
Times.....	6
Transportation.....	7
Cost.....	7
Additional Information	7
Family Commitment	8
Project Expectations for Participants	8
Project Expectations for Families.....	8
Appendix	10
Contact Information.....	10
Testimonials	11

OVERVIEW AND PHILOSOPHIES

WHAT IS CAREER TREK?

Career Trek is a not-for-profit organization that works with youth, starting at the age of 10, and their families to help them understand the relevance of staying in school and gaining a post-secondary education. It was designed to give Manitoba youth an opportunity to experience many different careers in an accessible hands-on fashion in order to encourage participants to reach their full career and educational potential.

Career Trek has been running since 1996 and has offered programming to thousands of young people throughout Manitoba. Please visit us at www.careertrek.ca to find out more information about the programs and projects offered throughout the province.

WHY SHOULD YOUR CHILD BECOME A PART OF CAREER TREK?

Career Trek provides your child with the opportunity to explore, first hand, involved post-secondary institutions. Participants will spend four days exploring sixteen different careers at University College of the North, The Pas Campus and the Northern Manitoba Mining Academy in Flin Flon. Lessons are designed to develop certain "soft skills" necessary to survive in today's world, such as critical thinking, teamwork and inter-personal communication.

We believe that by developing and enhancing these "soft skills", Career Trek graduates will be better prepared to meet the challenges of the future.

WHY SHOULD YOUR CHILD HAVE A POST-SECONDARY EDUCATION?

There is real value attached to achieving a post-secondary education. It is shown that a person who has a post-secondary degree has more control over their life, a better chance of finding a job, and a better chance of finding a better paying job which will positively impact their quality of life.

HOW ARE PARTICIPANTS SELECTED?

At the start of each project year, each participating school will nominate candidates for Career Trek. From the list of nominees, Career Trek then selects its participants.

There will be 120 students selected from eleven schools in the North.

Project participants are nominated on the basis of simple criteria:

1. The student has the potential to complete a post-secondary education, but the school believes some extra support and guidance may be needed in getting them to that point.
2. The nominated students and their families must be committed and able to attend the project on the dates required.
3. The students must be able to show respect for all fellow participants and staff of the project.

PROGRAM STRUCTURE

GENERAL STRUCTURE

The Norman Children Rising Program will run for eight weekends – Two groups of 60 students each. The first group will be the Saturdays of January 21, 28 and Feb 4 as well as a family day including graduation on February 11. The second group will start February 25, and continue in March on the 4, 11 and with a family day including graduation being on March 18.

The project will run at University College of the North, The Pas Campus and the Northern Manitoba Mining Academy in Flin Flon. The dates to travel to Flin Flon are January 28 and March 4.

Each term the students will be divided into four groups of approximately 15 (minimum participant-staff ratio of 15:1). Each group will have a Group Leader assigned to them that will work with them for the four days of programming. We attempt to divide the participants into groups of students from a variety of schools in order that they experience the positives associated with meeting new individuals. The philosophy behind creating these diverse groups is that each child will meet people throughout the communities. For many students, this will be their first opportunity to make new connections outside of their neighbourhood and school.

Each day of programming, the students will take part in different departmental-related activities. This will provide the students the opportunity to experience sixteen different careers over the length of the program. All of the activities are designed to keep lecturing to a minimum. The classes are meant to be hands-on, practical, engaging and innovative to increase the participants' awareness of a particular field and its associated careers.

Career Trek is designated a “homework-free” zone!

DEPARTMENTS OFFERED

Career Trek is partnered with the following departments:

- Arts and Science
- Business
- Education
- Trades and Technology
- Law Enforcement

- Nursing
- Dental Assisting
- Mining
- Geology
- Information Technology

General times for the first day

Time	Event
9:45	Buses arrive at Main Door of UCN
10:00-10:30	Welcome and Get to Know You Activities
10:30-11:30	Class 1
11:30-12:30	Class 2
12:30-1:00	Lunch
1:00-2:00	Class 3
2:00-3:00	Class 4
3:00-3:30	Wrap up and departure on buses.

General times for the second and third days

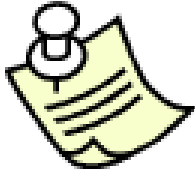
Time	Event
9:45	Buses arrive at Main Door of UCN/NMMA
10:00-11:00	Class 1
11:00-12:00	Class 2
12:00-12:30	Lunch
12:30-1:30	Class 3
1:30-2:30	Class 4
2:30-3:00	Wrap up and departure on buses.

General times for Family/Graduation Day

Time	Event
9:45	Buses arrive at Main Door of UCN/NMMA
10:00-11:00	Class 1
11:00-12:00	Class 2
12:00-12:30	Lunch
12:30-1:30	Class 3
1:30-2:30	Class 4
2:30 – 3:30	Graduation Ceremony
3:30-4:00	Wrap up and departure on buses.

Career Trek recognizes that accessibility to the project may be an issue for some families. Therefore, the school divisions will provide transportation for all participants.

The schools will distribute bussing information to the participants.



Participants must be at the school 10 minutes prior to the scheduled pick up time in the mornings. The bus generally pulls away from the school at the exact time indicated on the schedule.

Please stay with your child until he or she is on the bus. We wish to avoid situations where a child stands outside in cold or wet weather and they have missed the bus.

COST

There is a cost of \$20 per participant for the program.

ADDITIONAL INFORMATION

Lunch:

The cafeteria at each campus will be closed on Saturday during programming. We ask that you send your child to the project each day with a bagged lunch that is **nut free**. Microwaves may be available, but a cold lunch is recommended.

Clothing:

The participants may be required to walk outside during the programming day, and we ask that each child be dressed appropriately for the weather.

FAMILY COMMITMENT

PROJECT EXPECTATIONS FOR PARTICIPANTS

Regular Attendance

Participants are expected to attend every single day of their programming or call in directly to the Program Manager themselves with any reasons they are unable to attend.

Active Participation Along with Tolerance and Understanding

Career Trek has high expectations for each participant. We also understand that sometimes 11 year olds can be a handful and have a high level of energy.

At Career Trek, we aim to maintain programming where each participant can learn and grow in a safe and happy environment. This being said, we understand that our participants all come from different schools, communities, backgrounds and so forth and we will work with your child to ensure they understand the expectations required for them while at Career Trek.

This being said, our staff will notify the management team of any behavioral problems, which will then be brought to the school and the family for resolution, as required.

Career Trek has a zero tolerance policy regarding any child who brings drugs and weapons to the project. Any child in this situation will be immediately removed from programming.

CAREER TREK EXPECTATIONS FOR FAMILIES

Paperwork

There are a number of documents that will have to be filled out in full in order for your child to be accepted into the project. This paperwork will be passed out to you at the time of the selection process and should be returned to the school by the selected deadline. Paperwork consists of an application form that includes a waiver of liability and release of information.

General Support

While Career Trek recognizes that your family's schedule may not allow for full participation there are a couple of things we look for with the support from our families:

- Supporting your child in getting to the project;
- Motivating your child to attend programming; and
- Ensuring your child comes to the project with a bagged, nut-free lunch.
- Making sure your child has a good sleep the night before and a good breakfast the morning of.
- Listen to your child when they talk about the program and ask questions and show interest in what they do.
- Attend family day if at all possible and be respectful to the program and the other participants.
- Be proud that your child was selected for this program, many children were not.

APPENDIX

CONTACT INFORMATION

MAILING ADDRESS

Darryl Shotton
Children Rising (NOR-MAN) Program Manager
Box 3000
The Pas, MB R9A 1M7

WEBSITE

www.careertrek.ca

CAMPUS CONTACTS

Darryl Shotton
Program Manager Cell phone 204-620-7098

FAX

204-627-8514

<p>FOUNDER AND CEO Name: Darrell Cole Phone: 204-944-1800 ext 111 Email: @careertrek.ca</p>	<p>CURRICULUM DEVELOPER Name: Jacqueline Russell Phone: 204-944-1800, ext 118 Email: jrussell@careertrek.ca</p>
<p>DIRECTOR OF PROGRAMMING Name: Lasha Stordeur Phone: 204-944-1800, ext 119 Email: lstordeur@careertrek.ca</p>	

Note: If you have any questions or concerns, please feel free to contact the Director of Programming at the number listed above. Regular office hours are 8:30 am – 4:30 pm weekdays. If you need to contact the Director of Programming on a Saturday, please leave a message at this number and your call will be returned as soon as possible.

TESTIMONIALS

“You could see the focus here more. I don’t know why. But he was up at 7:30 in the morning but he didn’t have to leave until nine. Before we were dragging him [to the bus]. The instructors put something there...”

– Parent

“Don’t stop this program! Education is so important in this world. Makes me wish that we, as adults, had opportunities like this when we were younger. Maybe if everybody had a good education and knowledge of the world, the world would be a better place.”

– Parent of participant from Lavallee School

“I think that Career Trek made me more interested in careers, school and more!”

– Participant, Hampstead School

“If Career Trek is still available when I am in grade 5 I want to go I am in grade 2 right now.”

– Brother of participant from St. George School

“We have had opportunity to have hands on experience, not just sitting back and listening to a teacher talk. The people doing Career Trek have been very helpful and friendly. They have given me self confidence and motivation for my future goals...It also gives some students the chance to do something they have never done before, and what a lot of people will never have the chance of doing.”

– Participant

“First of all, what I’ve experienced and learned so far that is valuable to me, is that college and university are a whole lot of fun. There are so many courses you could take, there are a lot of people to meet, and I can’t wait to make it there...To be honest, Career Trek is what keeps me going through the school year!”

– Participant

“Career Trek is a movement, an agent of change. Career Trek is about people and opportunities. I love being part of something that is changing the face of the education, employment, and the future economy of our province.”

– Christine Pierre, Aboriginal Student Recruitment Officer,
University of Manitoba and former Vice Chairperson of Career Trek’s Board of Directors