

## Outdoor School Program Counsellor Process 2018-2019

### Counsellor Training Workshop:

- Students pick up application form from school contact (School Counsellor or Work Experience Facilitator) or from information meeting run by Cheakamus Centre (CC) at host school.
- Complete application is returned to school contact. Please sign and date the top corner\*.
- School contact submits approved applications organized by preferred workshop date (September, November, February) by scanning and emailing to [odsleaders@sd44.ca](mailto:odsleaders@sd44.ca).
- CC sends out email invite to all students accepted to specific training workshop with all forms attached\*\*, information for payment of workshop fee (\$115.00 payable via Online Cash Payment system), and date forms are due back.
- CC sends school list of confirmed students for training workshop, due dates for forms.
- Students return completed forms to school contact by due date.
- School contact sends completed forms to CC by scanning to [odsleaders@sd44.ca](mailto:odsleaders@sd44.ca). Please include a subject line with your school name and what is included in the scan.
- CC send school contact a confirmation of receipt of forms.

\* School Counsellor or Work Experience Facilitator approves, signs, and dates application. Since we do not know the students, we appreciate any knowledge you have about the student that may negatively affect their ability to be in a position of responsibility. If you have any concerns, please let us know.

\*\* Forms needed from students to attend a training workshop:

1. Counsellor Training Informed Consent Form
2. Medical Form

*Please ensure all forms are complete and signed by parents/guardians.*

### Counselling Weeks for the Outdoor School Program:

- CC sends counselling dates for entire year to school for reference.
- Students email [odsleaders@sd44.ca](mailto:odsleaders@sd44.ca) account to book a counselling week.\*\*\*
- CC sends invitations to students to counsel with all forms attached (Permission\*\*\*\*, Medical, Informed Consent forms). *Please note if a student has already submitted a Medical Form to Cheakamus Centre during the current school year, they do not need to re-submit a form unless there have been updates. A new Permission and Informed Consent Form is still required for each counselling week.*
- CC sends a list of confirmed students to school contact.
- Once forms are complete (ALL signatures present), student emails a picture or scanned copy to [odsleaders@sd44.ca](mailto:odsleaders@sd44.ca). Students will give hard copy to school contact to keep on file for reference. **School contact does not need to scan and send forms to CC.**
- On first day of program, CC sends an email to designated attendance person and school counsellor or work experience facilitator contact informing who is counselling that week. Notification to schools will be provided if any counsellor is not able to complete the week due to illness, injury, or other reason.

\*\*\*Guidelines for booking counselling weeks include: (1) ensuring needs of the program are met and we have enough counsellors on the ground; (2) providing opportunities for first time counsellors; (3) providing openings for experienced counsellors to return, grow and mentor others

\*\*\*\*Permission forms must have all signatures present to volunteer on an ODS Program: teachers, school counsellor, administration, and parent. Some schools require all teacher signatures to be received 1<sup>st</sup> followed by counsellors, admin and parents