

Outdoor School Program Counsellor Process 2022-2023

Information Overview

- End of current school year, school contacts (School Counsellor or Work Experience Facilitator) share out to current grade 9-11 students that the counsellor program is being re-started at the beginning of the next school year.
- CC shares the planning OneDrive folder to each school contact in late-summer.
- School hosts Cheakamus Centre virtual information session for interested students in early September.
- Overview of counselling process available [here](#).

Signup for Counsellor Training Workshop:

- Students pick up application form from school contact **after** virtual info session with Cheakamus Centre staff.
- Completed application is returned to school contact, who then approves, signs and dates it - *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. Please email with any concerns.*
- School contact submits approved applications organized by preferred workshop date (September, November, February) by scanning and uploading to the school's OneDrive folder of the correct date.
- CC sends out email invite to all students accepted to specific training workshop with all forms attached (*Informed Consent Form, Medical Form*), information for payment of workshop fee (\$125.00 payable via Online Cash Payment system), and date forms are due back.
- CC sends school contact a list of confirmed students for training workshop, and due dates for forms.
- Students return completed forms to school contact by due date.
- School contact uploads completed forms to OneDrive folder of the correct date, and updates the Student Tracking List.

Counselling Weeks for the Outdoor School Program:

- CC sends counselling dates for entire year to school contact for reference.
- Students email CC to book a counselling week at odsleaders@sd44.ca.
- CC sends invitations to students to counsel with all forms attached (Permission, Medical, Informed Consent), and sends a list of confirmed students to school contact.
- Once forms are complete (ALL signatures present), student emails CC pictures or scanned copy of them. 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 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.

Fall Counselling Process Timeline

1 st week in September	CC led virtual information session
2 nd week in September	Forms out to interested students
Mid-September	Forms due
September 30-Oct. 2	First counsellor training
Early October	Counselling weeks sign-up

2022-2023 Counsellor Training Dates

September 30-October 2, 2022
November 18-20, 2022
February 3-5, 2023

All school contact and student correspondences can be emailed to odsleaders@sd44.ca.