

# **Heads Up 2011 Summer Program Guidelines & Registration Form**



## Guidelines

### Objective of the *Heads-Up* Program:

This program offers youth aged 12- 17 the opportunity to learn life-skills, and business skills that will be beneficial to the future working careers of the participants during the first 2 weeks. During the final week of the program the skills will be exercised through the operation of a real business. The success of the business will depend upon the participants’ application of life and business skills.

The program also provides enjoyable ice-breaker games, activities and day trips for youth to enjoy and become familiarized with their peers. They also have the opportunity to visit local businesses and organizations to get an idea of possible careers in and around the community.

### 2011 *Heads-Up* Schedule

#### Session 1: 13 Days

Monday, June 27th – Friday, July 15 <sup>th</sup>				
M	T	W	T	F
27	28	29	30	1
4	5	6	7	8
11	12	13	14	15

\*Holiday July 1 & 4

#### Session 2: 13 Days

Tuesday, July 26th – Thursday, August 11 <sup>th</sup>				
M	T	W	T	F
	26	27	28	29
1	2	3	4	5
8	9	10	11	

Registration forms for **Session 1** are due back before Friday June 24<sup>th</sup> at 4: PM. **Session 2** registration will end on July 22<sup>nd</sup> at 4 pm. There is a **\$30.00** registration fee which will cover the cost of two outings and transportation. There will be a maximum of 16 participants per session. There will be a maximum of four participants from the previous program that will be admitted in order to allow more participants the opportunity to take part. The participants of the programs will be chosen by a **First come first served** basis.

We encourage all participants aged 13 years and old to apply for a Social Insurance Number.

**Attendance :** Participants are required to attend all 13 days and all outings. If a student misses more than 2 days, they may be dismissed from the program.

The Heads-Up program does not take priority over student’s education. Therefore if an applicant is required to attend **Summer School**, it is not recommended they participate in the Heads Up program.

**Lateness:** Sessions run through 9:00 – 12:00 and 1:00 to 3:00 each day. If repeated lateness occurs, participants may be asked to leave.

**Participation:** Participants must play an active role. If participants are not contributing they will be docked from their overall business earnings.

**Behaviour:** Fighting, swearing, bullying and disrespect will not be tolerated. Participants will act with professionalism and lead by example. They will receive 1 warning and a notice will be sent to parents/guardians. If a second infraction occurs, the participant will be asked to leave the program.

**Monetary Tips:** All tips made will be divided and distributed at the end of each Business Day. Tips will not be reinvested.

**Cell Phones:** Are prohibited during the hours of 9:00 – 3:00 and are to be turned off.

**Appearance:** Heads-Up uniforms will be distributed to each participant. Uniforms will be worn on the 3 business days. Please ensure that shirts are clean and presentable.

**Employee for A Day:**

Participants will partake in an employee for a day at local business or organization. It will be their responsibility to arrive on time, dress accordingly, be professional. Participants are responsible to make their own travel arrangements.

**Operating Equipment:**

Please be advised that one of the businesses will require participants to operate a Bar B-Que, blenders, and other equipment. They will receive safety lessons and demonstrations will be given to all participants before business operation.

**Business Revenue:**

Tewatohnhi’saktha will provide a non-repayable financial contribution to a maximum of \$1000 to invest in each group’s businesses. This will be used to purchase inventory, supplies, rental fees, etc. All revenue will be evenly divided by the Heads Up participants and a cheque the following Thursday will be issued in their name.

**Example:**

Group 1	
Business #1 Costs:	\$700.00
Business #2 Costs:	+ <u>\$500.00</u>
	\$1200.00 -\$1000.00 = \$200.00 re-investment
Business #1 Revenue:	\$750.00
Business #2 Revenue:	+ <u>\$650.00</u>
	\$1400.00
Costs:	- <u>\$200.00</u>
Profits:	\$1200.00
Divided by # participants:	16
Profits / participant:	<b>\$75.00 (not including daily tips)</b>

For more information regarding the program, please contact the Heads-Up Program Facilitators at 450-638-4280 or by email at [curran.jacobs@kcdc.biz](mailto:curran.jacobs@kcdc.biz) or [marcus.saylor@kcdc.biz](mailto:marcus.saylor@kcdc.biz) .