SUMMER STUDENT EMPLOYMENT PROJECTS BIMONTHLY AND FINAL REQUIREMENTS

Please note, as a sponsor for a summer student employment project, your responsibilities as outlined in section 6.0 and your financial requirements as outlined in section 4.0 of your signed Agreement with ACCESS.

BIMONTHLY REQUIREMENTS:

• Your project coordinator/contact person is to submit a written bimonthly report of project activities to ACCESS program officer; feedback from students can be added to these or at the very least to the final report.

PROJECT FINAL REQUIREMENTS:

- At the end of your project, ACCESS requires a final written report from your project coordinator/contact person and each of your students on the project activities along with recommendations and/or feedback
- A final ACCESS claim form should be filled in and submitted along with final
 financial documentation; the final project cheque will not be issued until all
 reports and documentation have been received. The following financial
 documents must be provided: a copy of your general ledger which shows cheque
 deposits, payroll deductions and Revenue Canada remittances, and other
 allowable line item expenditures as indicated in your contract's Schedule B
 budget; copies of invoices of allowable expenditures; and in addition, a monthly
 spreadsheet showing your total budget, actual expenditures to date and variances
 to date.

PROJECT MONITORING:

ACCESS staff will be conducting at least one on-site monitoring of projects. Staff will meet with the sponsor's contact person and/or project coordinator and student(s) and other staff such as, financial staff, if required.