



ACCESS SUMMER STUDENT EMPLOYMENT PROGRAM APPLICATION FORM

For Office Use Only	
1. Original ___ 2. Amendment ___ 3. Correction ___	Amendment No. _____

PART A – EMPLOYER INFORMATION (to be completed by applicant)

1. Legal Name of Employer	2. Common Name of Employer	3. Area Code and Telephone: 4. Area Code and Fax:
5. Mailing Address	6. Name of Contact Person	7. Title of Contact Person
Postal Code: _____	8. E-Mail Address of Contact Person	9. Area Code & Telephone of Contact Person
11. Canada Customs and Revenue Agency Business/Charitable Registration Number	12. Organization Has Existed Since (y/m/d): _____	14. What is the main product or service of your organization?
15. Employer Type: Not-For-Profit Sector Only Aboriginal not-for-profit groups/organizations ___ Aboriginal associations of workers &/or employers ___ Aboriginal local community, charitable, voluntary organizations ___ Aboriginal colleges/training institutes ___ Aboriginal programs at public/private colleges/universities ___ Other (explain) _____	13. Number of Employees _____	16. Is there a union at the work place? Yes ___ No ___ (If yes, attach letter of Union concurrence with this application)
17. Does the employer owe any amount to ACCESS from previous contribution agreements for which they are currently in default? Yes ___ How much? _____ Is this for overpayment, CCRA remittances, penalties? _____ No ___	18. Workers Compensation (if applicable) Account No. _____ Rate _____ Insurer Name _____ Policy Number _____	

PART B – SUMMER STUDENT EMPLOYMENT PROJECT INFORMATION

19. Anticipated Start and End Date of Project _____		
20. Number of Positions Requested _____	21. Titles of Positions I. _____ II. _____	22. Wage Rate per Hour for Each Position I. _____ II. _____
23. Each Position Job Description Has Been Attached to this Application. YES _____. This is a Mandatory Requirement. Your Application May Be Delayed If Job Descriptions Are Not Attached.	24. Name of Supervisor(s) (if different from contact person) for each position I. _____ II. _____	25. Level of education suitable for each job (secondary, college, university, other – specify) I. _____ II. _____

PART C – PROJECT BUDGET (Please fill in the following)									
Job Title	Number of jobs for this position	X No. of weeks per job	X Hours per week per job (not to exceed 35 hours per week)	X Wages per hour	= Subtotal Wages	X 12% MERCS Per Job (for CPP, EI, vacation @4% for employer costs)	= Total Wages and Benefits	Total Contribution Request from ACCESS	Total Employer Contribution
Subtotals									

TOTAL REQUESTED FROM ACCESS	\$ _____
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NOTE:

Please ensure your application adheres to the guidelines in the attached *Summer Student Employment Program Application Guidelines*.

A written proposal is not necessary. Please attach job descriptions to this Application Form and send to:

Program Officer (phone ACCESS below to contact a program officer)
ACCESS

Address: 108-100 Park Royal South
West Vancouver, Vancouver, BC V7T 1A2

Fax: 604-913-7938

Telephone: 604-913-7933



OPERATIONS MANUAL – PROGRAM & FUNDING GUIDELINES

Policy Title/Subject: **SUMMER STUDENT EMPLOYMENT PROGRAM GUIDELINES**

Effective Date: October 12, 2004

Revision Date(s): May 9, 2007

Employers should provide students with meaningful work experiences at either an entry or more advanced level that is consistent with the student's personal career goal area or field of study. Employers are responsible for job posting, interviewing and selecting their own participants for employment. All selected participants have to fill in a Participant Information Form, which will be mailed to your organization if you are approved for funding. Please mail these immediately to ACCESS Program Officer, Elaine Clare at 108-100 Park Royal, West Vancouver, BC V7T 1A2 or fax to 604-913-7938 ext 29.

Project Deadline for ACCESS summer student employment program is April 9, 2010.

Project Start and End Date

The earliest start date is May 3, 2010 with application received and approved prior to this start date. Please allow 5 to 10 working days for ACCESS to process applications.

The latest project end date is Sept 3, 2010.

The maximum number of weeks for a project is 18 weeks.

Eligible Participants

Participants in these programs that are hired by the Employer are those who:

Were registered as full-time students during the preceding academic year;

Intend to return to school on a full-time basis during the next academic year;

Are between 15 years of age and over at the time of intake/selection; no exception will be considered outside of this age restriction;

Are not attending full-time classes while carrying out the job pursuant to the Agreement that ACCESS has with the Employer;

Are a Canadian citizen, permanent resident and are off-reserve Aboriginals (that is, status or non-status Indian, Inuit, or Metis) and

Are legally entitled to work according to BC provincial legislation and regulations.

Contributions

The summer student employment program funding is only for not-for-profit Aboriginal groups and organizations.

The following wage subsidies and up to 12% mandatory employer-related costs (MERCs) are available and according to the student's level of education:

For secondary students who have completed grade 9 through to grade 12 or its equivalent and continuing their studies - contributions are available up to \$8.00 per hour and up to a

maximum of 35 hours per week plus 100% of MERCS (mandatory employment-related costs, such as WCB, 4% vacation pay, and employer's portion of EI and CPP expenses).

For post secondary students who have completed 1st to 4th year of studies and continuing their studies - contributions are available up to \$9.00 per hour and up to a maximum of 35 hours per week plus 100% of MERCS (mandatory employment related costs, such as WCB, 4% vacation pay and employer's portion of EI and CPP expenses).

It is recommended that employers top up student wages to recognize levels of work experience and education.

The maximum number of participants for a wage subsidy program per organization is two (2).

Payment Advances

Initial advance of 50% after contract has been signed and received at ACCESS.

Final advance of 50% will be held back until after the project has ended and reporting requirements have been met.

Reporting Requirements

All funded projects must submit interim and final activity and one financial report. The activity report includes a written summary of the project's activities to date, description of project and participant on-the-job progress to date; and other general comments and feedback on the project. The final activity reports should include written feedback from all participants.

The financial report is due after project completion date, includes a spreadsheet of the budget and actual expenditures to date for wages, vacation pay, WCB, EI and CPP expenses.

Financial documents verifying expenditures and payment receipts include employee payroll summaries or subledgers, copies of bank deposit slips for payments received, copies of Revenue Canada remittances, and copies of general ledgers. All financial documentation should be kept on file for financial monitors. A financial monitor may be set up at any time during ACCESS' fiscal year and at a mutually convenient time for both the EMPLOYER and ACCESS finance staff.

Interim Reports:

The interim advance will be sent only after all interim activity and financial reports up to the six-week time period have been submitted.

The interim activity report should be provided by the project coordinator or other designated person.

These documents will be reviewed and approved by ACCESS prior to payment of advance.

Final Reports:

The project coordinator and all students on the project should contribute to the final activities report.

The activity and financial reports and documents will be reviewed and approved by ACCESS prior to payment of final claim amount. Any project surplus should be remitted to ACCESS.

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.