



BVCLS/EdGE Facilitator-Led Vendor Package

Who we are:

The Bulkley Valley Collaborative Learning Society (BVCLS) is a non-profit society formed in Spring of 2019 in Smithers with the intention of supporting and creating diverse educational programs facilitated through EdGE Learning Centre.

It is our goal to help children grow into self-aware adults, responsible community members, and effective global citizens with social and environmental consciousness. We believe this can be achieved through active community involvement, experiential learning in multi-age groups, and interest-led investigations. We value safe, inclusive learning spaces that are respectful of the natural learning processes.

To this end we will connect learners with mentors through creating individual programs, funding learning opportunities, providing physical space or equipment for other education initiatives, and sourcing grants and resources throughout the Bulkley Valley.

Facilitator input needed:

We request a minimum of one month lead time before program start time to successful support kicking off your program offering. If we can work together much earlier we have the ability and resources to source grants to potentially subsidize or enhance the program.

1. **Description of program offerings:** desired start date, day and time of the week, how many weeks offered. Ages tailored for, minimum and maximum group size, do you need classroom adult support?
2. **Qualifications**, background (resume or cv may be required for grant applications), and two references.
3. **Criminal Record Check** paper work handed in. (processing time can be 2-4 weeks)
4. **Draft budget** to include: minimum wage per hour desired. This does not mean it will be your actual wage, but is there to guide us in setting the minimum number of class participants and fees. The fee is determined based on the minimum registrations needed. A sliding wage structure is proposed, please tell us your lowest wage comfortable and desirable wage. Add on your prep time. Supplies needed Consumables and equipment.

How can we support you to offer a workshop or class series?

Below is an idea of the whole launch package we can offer in support. However we can adjust based on your needs. You are free to choose one, two, or all of the below.

1. **Facility:** Classrooms, gym/ active space, and/or computer lab.
2. **Liability insurance:** Requires reference check, criminal record check returned, reviewed and signed copy of the abuse and neglect laws.
3. **Marketing:** Creation of posters and promotions made through our website, Facebook page and online forums, monthly newsletter list, membership distribution, BVCLS/EdGE public events calendar, and word of mouth marketing from our team.

4. **Administration:** We create and receive registration forms, distribute invoices, collect payments, and organize parent volunteers.
5. **Supplies and equipment:** We currently have laptops available for use. Our supplies list will continue to grow with our offerings. Consumable and supplies will be discussed within your budget.
6. **Van rental:** 11 passenger commercially insured.
7. **Grant sourcing and writing:** please fill out the Grant Information section if you would like assistance in funding your program.

Below is an example of cost breakdown for these options:

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| Facility or room rental: per room, including liability insurance | \$125/ day \$30/hour |
| Liability insurance (if not renting space) | \$20/day. |
| Marketing | 2 hrs work @ \$30/hr = \$60 |
| Administration | 2 hrs work @ \$30/hr = \$60 |
| Equipment (currently 8 computers) | \$60/day \$20/hour |
| Vehicle (commercially insured, DL and drivers abstract required) | \$60/day \$20/hour |
| Supplies | Based on needs |

Example of pricing out a program offering:

We ask that prospective facilitators propose their minimum wage requirements, and we can then calculate a participant fee and minimum enrollment to make the program go. If larger enrollment occurs, the bonus income will be split 50/50 between BVCLS/EdGE and the facilitator.

A proposed 3 hour program as an example: \$45/hour as desired/expected wage, but willing to go to \$35/hour if enrollment did not meet those numbers.

3 hours per week + .5 hour setup x 8 weeks x \$35/hour = \$980 pay for facilitator.

\$90 x 8 weeks rental + \$30 administration + \$60 marketing + \$80 (\$10/week) supplies = \$890 to BVCLS/EdGE.

$980 + 890 = 1870 / 8 \text{ participants} = \233.75 for the program, or about \$30 per day or \$10 per hour/ per child. If 12 participants enrolled, wage goes up to \$51/hour and BVCLS/EdGE receives an additional \$467.

Please fill this out with support from your committee member, or program coordinator: Your vendor agreement will be based on this information.

| | |
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| Program offering desired dates and times: | |
| Desired minimum wage per hour: | |
| Total hours to include some set up and clean up: | |
| Min and max group size, do you need parent support in class? Ages or grades tailored to. | |
| Building space needed: \$125/ day \$30/hour | |
| Liability insurance: (if not renting space) \$20/day. | |
| Marketing: 2 hours work @ \$30/hr = \$60 | |
| Administration: 2 hour work @ \$30/hr = \$60 | |
| Equipment and non-consumable needs: | |
| Vehicle: \$60/day \$20/hour | |

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| (commercially insured, DL and drivers abstract required) | |
| Supplies: Budget needed, or support needed to purchase. | |
| Hand in completed criminal record check form, references, and qualifications. | |

Agreed upon sliding scale fee structure:

| | |
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| Facilitator wage at min participants registered: Facilitator fee per week: | |
| BVCLS/EdGE operating costs | |
| Other materials and expenses: | |
| Cost per student per week: | |

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|--|--|
| Facilitator wage at max participants registered: | |
| BVCLS/EdGE operating costs: | |
| Other materials and expenses: | |
| Cost per student per week: | |

Signed by:

Date:

Facilitator:

Program Coordinator:

Grant Information:

Program Summary:

List the benefits of your program to the children and community at large. If you can, please state the Big Ideas or potential learning outcomes or subject materials covered:

We look forward to supporting you in this education initiative! Email:
president.bvcls@gmail.com