**HERITAGE TRAIL ADOPTION SCHEME**

**APPLICATION FORM**

*Please complete this application form and email it to* [*nhb\_educationprogrammes@nhb.gov.sg*](mailto:nhb_educationprogrammes@nhb.gov.sg)

1. **SCHOOL PARTICULARS**

|  |  |
| --- | --- |
| Date of submission |  |
| Name of school |  |
| Address |  |
| Postal code |  |

1. **MAIN CONTACT FOR HERITAGE TRAIL ADOPTION SCHEME**

|  |  |  |
| --- | --- | --- |
| Name | (Mr/Ms/Mrs/Mdm)  *\*Please underline your name and indicate salutation next to your name.* | |
| Designation |  | |
| Department |  | |
| Contact No. | (O) | (HP) |
| Email |  | |
| ***Details of co-teacher/assisting in-charge*** | | |
| Name | (Mr/Ms/Mrs/Mdm)  *\*Please underline your name and indicate salutation next to your name.* | |
| Designation |  | |
| Department |  | |
| Contact No. |  | |
| Email |  | |

1. **ADOPTION DETAILS**

*\*Please indicate a √ next to your choice.*

|  |  |  |  |
| --- | --- | --- | --- |
| Heritage Trail of choice |  | NHB Heritage Trail | Name of trail: |
|  | School-developed Trail | Name of trail: |
| ***NHB Heritage Trail*** *refers to trails developed by NHB, including trails that have a mix of sites from the NHB Heritage Trail and sites identified by the school (outside of NHB Heritage Trail).*  ***School-developed Trail*** *refers to trails developed solely by the participating school and consists of sites identified by the school only.* | | |
| Choice of five identified sites | Site 1:  Site 2:  Site 3:  Site 4:  Site 5: | | |
| *\*The five sites should be in close proximity to each other and to the school, such that they form a walkable Heritage Trail. The sites will form the basis of content for both students and teachers’ training programme.*  *\*For sites* ***not*** *included in NHB’s Heritage Trail, please append all related research documents to this application form during submission.* | | |

1. **DETAILS OF TRAINING PROGRAMME**

*\*Please indicate a √ next to your choice. You may choose only* ***one*** *option.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Choice of training programme | |  | | **Students’ Training Programme**  (Minimum 15 students, up to a maximum of 30)  (Continue to Section V) |
| Choice of training programme |  | | **‘How-To-Teach-Guiding’ Teachers’ Training Programme**  (Minimum 8 pax, up to a maximum of 20)  (Continue to Section VI) | |

|  |  |
| --- | --- |
| ***V) For Students’ Training Programme*** | |
| No. of students to be trained |  |
| Students’ level of study |  |
| Profile of students | *\*E.g. NE Ambassadors, CCE Rep, Leadership programme* |
| Proposed training date and time | Session 1:  Session 2:  Session 3:  Session 4:  Session 5:  Session 6:  *\*Trainings can be held as a 3 full-day programme (2 sessions per day) or as a 6 half-day programme (1 session per day) over a maximum of six weeks.* |

|  |  |
| --- | --- |
| ***VI) For ‘How-To-Teach Guiding’ Teachers’ Training Programme*** | |
| No. of teachers to be trained |  |
| Profile of teachers |  |
| Proposed training date and time | Session 1:  Session 2:  Session 3:  Session 4:  Session 5:  Session 6:  *\*Trainings can be held as a 3 full-day programme (2 sessions per day) or as a 6 half-day programme (1 session per day) over a maximum of six weeks.* |

1. **DELIVERABLES AND IMPLEMENTATION**

|  |  |
| --- | --- |
| School curriculum / programme which the adopted trail will be integrated into.  Please provide a detailed description of *how* the trail will be integrated. | *\*E.g. VIA, orientation programmes, post-examination activities. Please include planned dates for the programme, if applicable.* |
| Expected date of implementation |  |
| Expected number of student guides to be trained each year |  |
| Expected number of teachers to be trained each year |  |
| Expected number of participants on the trail each year |  |
| Any additional remarks |  |

*\*\* Please refer to the end of this application form for the list of supporting documents that must be submitted together with your application. Incomplete applications will* ***not*** *be considered.*

*-----------------------------------------------* ***FOR OFFICIAL USE ONLY***  *-------------------------------------------*

|  |  |
| --- | --- |
| Adoption period | *\*3 years from date of receiving signed acknowledgement form.* |
| Received by | Name:  Date: |
| Company stamp |  |

***Please note:* All** schools applying to participate in the Heritage Trail Adoption Scheme, regardless of whether they are adopting a NHB Heritage Trail or school-developed Trail must submit the following documents with their application form:

1. Proposal with a detailed description/diagram providing information on how the Students’ Training Programme will be sustained in subsequent years of the adoption period;
2. Proposal with clear information on how the adopted trail will be integrated into the school’s programme and/or curriculum;
3. Proposal with clear information on community outreach initiatives, should the school wish to offer guided tours to the public and/or local community. The proposal must include a description of how the guided tours will be offered, the projected number of guided tours conducted per year, and the number of public participants per year.

For schools adopting a **school-developed Trail**, please submit the following supporting documents with this application form:

1. Map/trail route demarcating the five key sites identified under the Trail;
2. Write-up of between 500 to 1,000 words on each of the key sites, with basic historical and/or background information of each identified site;
3. Write-up of background of the school-developed Trail, including information about the Trail’s purpose/objectives, and its relevance to the school;
4. List of references where information has been sourced from.

Following the submission of this form, you will be receiving a call requesting for a meeting with an NHB Officer. Thereafter, an adoption letter will be sent to the school for acknowledgement. The school must return a scanned copy of the signed acknowledgment form within 2 weeks of receiving the letter. Acknowledgment forms received after this period will not be acknowledged.