

MIDDLE SCHOOL CAREER DAY

CO-CHAIRS

1. At the beginning of the school year, schedule Career Day date with Principal and Community Partnerships Coordinator.
2. At the beginning of the school year, have parent volunteer sign up sheet at book handout.
3. At the beginning of the school year, have parent volunteer sign up sheet at Open House and VIPS breakfast.
4. Five months before Career Day, schedule initial meeting to discuss Kickoff Speaker and Keynote Speaker.
5. Five months before Career Day, schedule COIN Assessment and reserve computer labs.
6. Five months before Career Day, contact volunteers to be on the Steering Committee. Schedule initial meeting in September for Steering Committee in PTO room. Prepare folders for each Steering Committee member with job duties, calendar of time lines, budget, club list, speaker letter samples, COIN information, COIN sign-up, contact list, and schedule for Career Day.
7. Hold Steering Committee meetings monthly. Recap meeting notes monthly and e-mail them out to all committee members.
8. Five months before Career Day, prepare Breakout Speaker Letter to go out to parents. Forward to Principal for approval and signature. Have the school send the letter to all 8th grade students' parents.
9. Five months before Career Day, send letters to keynote and kickoff speakers.
10. Five months before Career Day, contact Countdown to Your Future presenter (if you already have one in mind) and verify that they will be able to attend Career Day. Verify audio and visual needs. If you do not have a Countdown to Your Future presenter, contact the Community Partnerships to request that a speaker be assigned to your campus.
11. Five months before Career Day, remind Assistant Principal to reserve library, 1 gym, and 20 rooms in the 8th grade hall for breakout speakers.
12. Five months before Career Day, remind Tech Ed/Club & Organization Chair to contact the Technical Education School and verify that they will be able to attend Career Day.

13. Five months before Career Day, contact High School NJROTC and verify that they will be able to conduct a drill/participate in Career Day.
14. Five months before Career Day, schedule 8th grade teacher breakfast for two weeks prior to Career Day and reserve the library.
15. Five months before Career Day, finalize Career Day Theme.
16. One month before Career Day, send invitations to School Board, superintendent and assistant superintendent of middle schools to attend Career Day.
17. Two weeks before Career Day, remind Data Base Chair to prepare student folders with:
 - Schedule
 - Got Questions
 - “Putting It All Together” feedback form
 - “Talking Back” feedback form
 - 4 Year Plan (Counselor)
 - “Top 100” List of Occupations Identified by Campus Coin Results
 - Career Cluster List
 - List of High School Clubs and Organizations
18. Two weeks before Career Day, at the scheduled Teacher Breakfast give teachers:
 - List of Speaker names/careers/room assignments
 - Copy of Student Master Schedule to 8th grade Teacher, Attendance Office, Front Office Secretary, and 8th grade Assistant Principal
 - Discuss expectations with teachers, i.e., teachers should remain in the classroom with their students
19. Two weeks before Career Day, coordinate with Assistant Principal for the number of 2-way radios needed for rotations during Career Day. Make sure they are working properly.
20. Two weeks before Career Day, provide final headcount for breakfast and lunch to Hospitality Committee.
21. Two weeks before Career Day, address Thank You notes to support staff:
 - Custodial Staff
 - 8th Grade Teachers
 - Assistant Principal
22. One week before Career Day, prepare bios of kickoff and keynote speakers. Give both bios to the principal the day before Career Day.
23. One week before Career Day, prepare thank you notes for kickoff and keynote speakers.

24. One week before Career Day, ask VIPS Committee chairperson to schedule one of the parent volunteers to be the master time keeper via 2-way radio on the day of Career Day.
25. One day before Career Day, put student folders in Advisory teacher bins for distribution the next morning.
26. During the final Steering Committee meeting, give a thank-you note and small gift to Steering Committee members.
27. One week after Career Day, schedule campus Career Day debriefing meeting.
28. Attend District's Career Day debriefing meeting. Bring prepared list of what went well, what could be improved and other important comments/suggestions.