

MIDDLE SCHOOL CAREER DAY

TIMELINE

5 Months Before Career Day

1. During Student Orientation, put out sign up sheet for volunteers to work and help out during Career Day.
2. Call a few of the volunteers to be on the Steering committee and develop sub-committees (Speaker Committee (2), Hospitality Committee (2), VIPS Coordinator (1), Database Committee (1), Publicity and Vendor contacts (1), 8th Grade Counselor and 8th Grade Principal)

3 - 4 Months Before Career Day

1. Have initial meeting with Steering Committee.
2. School officials should inform the committee of the dates for Career Day and the COIN Assessment.
3. School facilities that will be used for Career Day should be reserved (auditorium, gyms, library, multipurpose room, etc.)
4. Get suggestions from the steering committee for the main speakers (keynote and kickoff speakers).
5. 8th grade Counselor needs to contact the High School Academies to check on application deadlines and ask them to send a representative for Career Day.
6. Start updating breakout speaker form for distribution next month to the student body.
7. Contact the person to deliver the Countdown to Your Future Presentation.
8. Assign members to sub-committees.

3 Months Before Career Day

1. 8th Grade Counselor needs to contact High School Tech School to ask them to give presentation for Career Day (i.e. Auto Technology, Computer Aided Drafting, Cosmetology, Electronics, Food Service Management, Health Science Technology, Metal Trades, etc.)
2. 8th Grade students need to take the COIN Assessment.
3. Mail invitation/request letters out to prospective kickoff/keynote speakers.
4. Breakout Speaker letters to go out to the student body.
5. Discuss a theme for Career Day.
6. Start contacting businesses to donate food, drinks, etc. (i.e. beverage vendors, business partner restaurants, etc.)
7. Place Career Day article in school newspaper.

2 Months Before Career Day

1. Present results of COIN Assessment and what speakers are needed.
2. Assess breakout speakers already committed to speaking.

3. Contact lead high school counselor and make him/her aware of Career Day at the Middle School.
4. Coordinate publicity that will be submitted to local news media with the Community Relations & Partnerships office.

1 Month Before Career Day

1. Contact the High School Tech School to ask them how many students and staff will attend, so that the committee can plan for tables, chairs and food.
2. Send out confirmation letters to the breakout speakers and Main Speaker.
3. The Hospitality Committee needs a count of speakers, teachers, volunteers, and administrators to buy food, paper products, etc.
4. Contact the businesses and parents that wanted to donate items and inform them that they can start dropping off items at the school.
5. Need to start buying speaker folders, stuff for the goody bags and order speaker t-shirts.
6. School officials need to give classroom assignments for the breakout speakers.
7. Make change in lunch schedules for the day – inform faculty and staff of the changes.
8. Discuss the Career Day schedule for the day.
9. Contact the Countdown to Your Future presenter to discuss the audio and visual needs for the day.
10. Send out invitations to the school board, superintendent and assistant superintendent for middle schools.
11. Contact volunteers (from sign-up list) to work the day of career day and their responsibilities.

2 Weeks Before Career Day

1. Start placing speakers in Career Clusters and assign to classrooms.
2. Start assigning students to their COIN Assessment choices.
3. Contact parent volunteers to stuff goody bags and folders.

1 Week Before Career Day

1. Prepare student folders and speaker folders.
2. Stuff goody bags for speakers and student bags.
3. Get final count on food and drinks.
4. Call breakout speakers and main speakers to assess any additional audio or visual needs.
5. Order food.
6. Have meeting with 8th grade teachers to prepare them for the day and discuss the surveys and student folder information.
7. Meet with NHS students to explain their role in assisting the speakers when they first arrive at the school.
8. Contact Parents via phone and letter to inform them of Career Day Parent Night.

9. The 8th grade principal needs to talk to the 8th grade students about their dress and conduct for Career Day.
10. Remind teachers and students of lunch schedule change.

The Day Before Career Day

1. Decorate Multipurpose Room.
2. Confirm that auditorium and gym are setup.
3. Prepare marquee to welcome speakers.
4. Set up tables and have speaker folders ready at entrance.
5. Have student folders ready in gym.

On Career Day

1. Pick up breakfast items.
2. Have walkie talkies for team rotations.
3. Assist speakers to Multi-purpose room for breakfast and briefing of the day.
4. Have NHS students to escort speakers and assist them with their equipment/materials.
5. Ask speakers to complete survey.
6. Have volunteers in place to rotate teams through the building.
7. Have Team Time Material in place (Elective Video, Student Survey, Putting It All Together feedback forms)

One Week After Career Day and Beyond

1. Collect surveys from students, speakers and teachers.
2. Mail thank you letters to speakers.
3. Prepare a newsletter article for publishing in the local papers, school and/or District newsletter. Submit the information along with good photos to the Community Relations & Partnerships office.
4. Begin compiling results of student and speaker surveys.
5. Initial debriefing within 1-2 weeks after Career Day: Have a wrap-up session with the Career Day steering committee to review surveys and discuss suggestions for next year. Generate a report of what worked well and what could be improved for next year.
6. Attend District Career Day debriefing meeting.