

## MIDDLE SCHOOL CAREER DAY

### TECH ED/CLUB & ORGANIZATION COMMITTEE

1. Five months before Career Day, contact the Career and Technical Education (CATE) Department and discuss the date for Career Day and get approval for CATE to participate in your Career Day. Confirm this date with Community Partnerships Coordinator.
2. Five months before Career Day, contact High School NJROTC and inform them of the date for Career Day and get their approval to participate in our Career Day.
3. Three months before Career Day, contact feeder high schools and inform them of the date for your Career Day and your Club/Organization needs. (See Counselor for feeder splits into each high school.)
4. Three months before Career Day, contact academies and request their participation. Ask them to bring brochures with them.
5. Three months before Career Day, contact other possible participants for in the gym:
  - Jr. Colleges – Wharton, HCC, etc.
  - Community Associations
  - ITT Technical Institute
  - Culinary Institute
  - Recruiters – Navy, Air Force, Army, Coast Guard
  - Drug Enforcement Agency
  - Constables, Police Dept., State Troopers
6. Two months before Career Day, finalize the number of Technical Education students that will be attending and which vocations. Ask them to bring visuals, handouts, etc. for the Career Day Fair in the gym.

Meet with Visual and Signage Committee and inform them of your needs. All participants in the gym should bring visuals and handouts. Inform these groups of student body size so they can prepare the quantity of items they will need to bring.
7. Two months before Career Day, finalize the number of high school students attending and the names of the clubs and organizations that will be represented. Ask them to bring visuals, handouts, etc. for the Career Day Fair in the gym. Meet with Visual and Signage Committee and inform them of signage needs.
8. Two months before Career Day, update club and organization list for feeder high schools. This list will be included in student folders.

9. One month before Career Day, coordinate transportation with Assistant Principal for Tech Ed., high school clubs/organizations, and ROTC. Remind Assistant Principal to follow up on home trip bus.
10. One month before Career Day, coordinate your needs for the gym with Hospitality, Visuals/Signage, and VIPS Committees.  
  
You should have 2 tables with a sign, napkins, paper plates, and plastic utensils, breakfast in the morning, sodas and water through out the day, and lunch. You will need 2 volunteers at hospitality table, 1-2 other parent volunteers for crowd control. All signs need to be prepared prior to the event.
11. Two weeks before Career Day, contact custodial staff and place work order for the number of tables and chairs you will need in the gym. Submit a diagram of where you want the tables and chairs set up in the gym with your work order.
12. Two weeks before Career Day, verify Technical Education and high school clubs & organizations participation.
13. One week before Career Day, verify transportation with Assistant Principal for Tech Ed., clubs/organizations and ROTC.
14. One week before Career Day, prepare a written guide (if needed) for guests to follow the day of Career Day.
15. The day after Career Day, send out an e-mail thanking Tech Ed., Clubs/Organizations, and ROTC.
16. Mail thank-you letters to all participants one week after Career Day.