

MIDDLE SCHOOL CAREER DAY

VIPS COORDINATOR COMMITTEE

1. Five months before Career Day, finalize sub-committee (2-4 people) to help with scheduling of volunteers.
2. Five months before Career Day, schedule parent volunteers for COIN: 2 days in September and 3 days in October: 2 - 3 parent volunteers are needed in each lab.
3. One to two months before Career Day, schedule and contact 30 - 35 parent volunteers for Career Day on _____ (date of your Career Day).
Volunteers needed:
 - 1 Master Time Keeper
 - 8-10 Hall Monitors
 - 2 for Countdown to Your Future (library or auditorium)
 - 3-5 Gym (monitor crowd & hospitality table)
 - 2 Hospitality Room
 - 2 Volunteer Check In Table
 - 1 Speaker Table with Speaker Committee
 - 3 – 4 Library Hospitality
 - 3 – 4 Set Up Night Before
 - 3 – 4 Clean Up
 - 1 – 2 Front Office
 - 1 Unclaimed Folders - Pick up extra folders from Advisory Teachers and take to the Attendance Office. Once attendance is completed, unclaimed folders can be given out to late arrival students or students without schedules. Coordinate with Data Base Committee.
4. One month before Career Day, create a master schedule of each volunteer's placement for Career Day. Inform volunteers of their placement and responsibilities for Career Day. Give co-chairs a copy of the schedule.
5. Two weeks before Career Day, prepare folders for parent volunteers with:
 - School Map
 - Schedule of the Day
 - Speaker/Career/Room Assignments
 - Bell Schedule
 - Thank You Letter
 - Name Tag
6. One week before Career Day, confirm with Assistant Principal that there will be 5 - 7 teachers with strong classroom management skills assigned to the gym for crowd control.

7. The day before Career Day, set up welcome table for parent volunteers to check in.
8. The morning of Career Day, give parent volunteers their individual folders and work assignments. Discuss student routes with volunteers. Hall monitors will need to open and close doors (time keepers).
9. The morning of Career Day, give a walkthrough to the volunteers who will be working in the hallways directing students.
10. One week after Career Day, mail thank-you letters to all parent volunteers. You may want to place the thank-you letter in the volunteer folders if budget is an issue.