

TAKE A CHILD TO WORK DAY AND BEYOND

NATIONAL TAKE A CHILD TO WORK DAY AND BEYOND COORDINATOR TOOLKIT

This toolkit is designed to provide you with resources to successfully expand your organization's event beyond the children of employees. This toolkit will help you include young people who are typically unable to participate in this day, including foster youth, youth who may be at higher risk of dropping out of school, or youth who may not have a parent or guardian with a job that allows them to bring their children to work.

Inspired by this effort, Junior Achievement is encouraging employers to consider similarly expanding their programs. Junior Achievement's proven lessons in financial literacy, work and career readiness, and entrepreneurship are shown to positively impact the lives of young people and are delivered to millions of students in schools across the country with the help of our education partners and volunteers from the local community. Employers opening their doors to youth in their communities can generate hands-on, career exploration experiences for many young people throughout the country who would not otherwise have this opportunity.



This toolkit has a checklist of things you may want to do leading up to the event, and a sample excused absence form for communication with local schools. Sample activities to provide you with ideas to implement the program at your workplace can be found in the For A New Generation facilitator guide for grades 2–5 and the student guide for grades 6–12.

Checklist

- Get Approval** – Notify your organization’s executive office that you are planning Take a Child to Work Day and Beyond to be held on _____. If this is the first time your workplace will have an organized day, ask the management team for approval to plan this program. Inform them of the office sentiment and the benefits that participation brings—for example, boosting employee morale, creating positive stories about the company for inclusion in recruitment materials, and demonstrating your organization’s commitment to the community.
- Explore the Official Website and Download Activities** – Find planning tips, ideas for the day, activity guides, the theme, and other resources at <https://tacw.ja.org/>
- Create a Planning Committee** – The committee should be diverse and made up of different departments and employment levels within your organization. The committee will determine what the day will look like, how many volunteers will be needed, what activities will be implemented, and if your workplace will host students from a school or community organization.
- Identify a Partner Organization** – Find out if your workplace has a relationship with any local schools, child welfare agencies, social service organizations that serve youth, or housing authorities. If not, reach out to one of these area organizations and express your organization’s interest in bringing a group of students to participate in the Take a Child to Work Day and Beyond program that you are coordinating. Here are a few additional national organizations with centers across the country that may be able to assist you with identifying youth participants:
 - **Boys & Girls Clubs of America** – To find a center in your area, visit <http://bgca.org> and enter your zip code under “Find a Club.”
 - **YMCA** – To find a YMCA association near you, visit <http://ymca.net> and enter your zip code under “Find Your Y.”

Keep in mind that there are likely many other organizations that serve youth in your local area.

- Determine the Number of Students** – Meet with the planning committee to discuss how many students you can accommodate. Classroom sizes range but estimate about 30 students. Recruit enough hosts from your employees to accompany students coming without a family member.
- Reserve Conference Room Space** – Secure space as soon as possible. You can never plan too early!
- Set Up a Meeting with Your Partner Organization** – Schedule time for your partner organization contact to meet with you to discuss logistics. Topics you want to cover in the meeting include: number of students, activities planned, time frame, how students will get to the workplace and back home, how many adults will chaperone students from the organization, etc. Also be sure to ask the contacts for suggestions, ideas, and feedback. The contacts should be included in and aware of the process and what is expected from them.

- Send an Invite** – Send a formal invitation to the class or group of students or a note stating that your company is excited that they will be participating in the event.
- Obtain School and Parent/Guardian Permission** – Determine how parent/guardian permission forms and liability waivers will be distributed and collected. Make sure you receive copies of the parent/guardian and school student permission forms. A sample is located in each activity guide. Before the form is signed you may want to discuss the language with your legal department. Is it appropriate to include liability information or security language? Your organization may also want to collect information about allergies, eating restrictions, and emergency contacts.
- Announce Participation** – Create and send a “Save the Date” email to your workplace announcing that your workplace will participate in the program. Invite people to help you organize the event, volunteer to assist on day of, and sign up if they would like to host their own child and/or host a youth participant from a local organization.
- Choose Facilitators** – Facilitators lead group activities. Copy and distribute the activity guide or give them the link to download. Inform facilitators that they can choose from activities in the guide. They may need to print student pages and gather some materials. There is one guide for grades 2–5 and another for grades 6–12.
- Create a Budget** – Include: costs for breakfast and/or lunch catering, a snack, gifts for the day, materials for activities, and name tags.
- Create an Agenda** – Include: a listing of activities for the event, the time and location of the activity, and what department/employee will be hosting the activity. If students have been assigned to a group or particular activity, that should be noted as well. Before the event, give the agenda to all participants, including those who may be joining virtually.
- Create an Attendee Sheet** – Include: parent/host name; their department and contact information; and student's name, age, school and career interests.
- Capture the Day** – Speak with your art and/or social media department about uploading photos and related information for the organization website or intranet. Get volunteers to take pictures throughout the day or have participants capture moments with their mobile device. Consider creating a hashtag to index keywords, promote engagement, and allow people to easily follow your event. Talk to your legal department about permission slips that may be necessary to post photos online.
- Send Thank-You Notes** – After the day is over, send a thank-you note to students, hosts, and your partner organization for their participation. Include photos of the event.

Planning Timeline

4-6 WEEKS BEFORE THE EVENT

- Meet with planning committee.
- Meet with partner organization contact.
- Confirm number of internal and external youth participants. Email parents/guardians and partner organization the agenda. Note if schedule is tentative.
- Work with partner organization to notify relevant schools to gain permission for their students to participate in the day.
- Encourage parents to notify their child's school of their participation.
- Notify the public relations department in your workplace to announce your workplace's participation in the event.
- Reserve rooms and determine what else is needed to successfully execute the activities.
- Get decorations and/or materials for activities.

2-4 WEEKS BEFORE THE EVENT

- Meet with volunteers as necessary.
- Order food/snacks, keeping allergies and eating restrictions in mind.
- Reconfirm reservation of conference room space.
- Create name tags.
- Draft notes for welcome address.
- Finalize materials for activities.

WEEK OF THE EVENT TO DAY/NIGHT BEFORE

- Send a reminder email to staff.
- Send the updated agenda/schedule to participants, parents/guardians, hosts and/or the partner organization.
- Set up rooms.
- Finalize last minute details.

1-7 DAYS AFTER THE EVENT

- Send a thank-you email to staff.
- Send a thank-you note to the external youth participants and your partner organization for their participation. Include photos of the day.
- Post pictures on your workplace website or intranet.
- Visit the Take a Child to Work Day and Beyond website <https://tacw.ja.org/about/contact-us> and tell us how your day went.

Sample Excused Absence Form From Workplaces



On April _____, _____ (Company Name) and its employees will participate in the annual **Take a Child to Work Day and Beyond**. _____ (Company Name) and its employees invite their children, relatives, friends, and other sponsored students between the ages of 7 and 18 to attend. The participants will engage in learning activities, which will guide and develop them toward a future where they can participate fully in work, family, and community.

Each year a theme is chosen which reflects the decisions and actions every youth and adult can choose to make the world a better place on a personal level, in the family, in the community, in the country, and in the whole world. We want to speak directly to the unique challenges and opportunities faced by today's youth, who are encountering emerging fields, innovative industries, and an interconnected world that looks vastly different from that of previous generations. We want to meet them where they are and provide experiences that make the future feel accessible, exciting, and attainable. In addition, we can all share those discovery moments that led us to choose specific careers, motivated us to make positive life changes, and moved us to be leaders in our communities. This will encourage our youth to dream big and work hard.

It is the intent that the employees of _____ (Company Name) will serve as role models and will inspire the participants to strive to attain their full potential. Moreover, students and their families will discover how courses in STEM, English and Business can better prepare them for a wide variety of jobs and will become aware of the skills needed to be hired in specific professions.

Parent/Guardian/Sponsor, please fill out the bottom of this form and have the participating student take it to her/his teacher or principal to sign. You may keep the paper or it may remain at the school.

Parent/Guardian/Sponsor's Name _____

Teacher _____

School _____

Student's Name _____

I excuse _____ (Student's Name) to attend the Take a Child to Work Day and Beyond at _____ (Company Name) on April _____. If necessary, the student should complete the following work to make up for the excused absence.

Signature

(Teacher or Principal)

Date