

Community Involvement/Career Day Timeline

Several Months Prior

- Contact administration to get approval
- Form committee – Freshmen Advisors
- Complete budget request form to access money in Freshmen Advisors account.
- Brainstorm topics for workshops
- Brainstorm list of potential employers and community members to invite
- Create information letter to send to businesses and community leaders. Employees and community members can choose to give a workshop or host a booth at the career fair.
- Mail information letters with intended response. Employers/community members need to reply via email with a yes or no response.
- As responses come in, plan workshops and career fair booths

One Month Prior

- Committee members call employers/community members that responded with a yes to confirm. Determine any technology needed.
- Assign jobs to committee members. (Due to testing and field trips, the committee members will be the only teachers available the day of)
 - Setting up the rooms for workshops
 - Setting up a greeting/check-in station for presenters
 - Setting up refreshment station for presenters
 - Assigning students to greet and check presenters in
- Create detailed schedule with room numbers and set up times
- Design layout for career fair
- Speak with Freshman Advisor classes during SOAR about upcoming Career/Community day. Go over etiquette and expectations as well as what students can expect to gain from the day.
- Get permission to use tables from the storage room to set up for the career fair

Week Prior to Event

- Email employers/community members a final schedule along with information for parking and checking in.
- Create packets for presenters to get when they check in that includes a detailed schedule and presenter survey
- Create signs for doors with workshop names
- Create thank you packet for presenters with school goodies (pens, notepads, etc.)
- Assign students for registration table
- Have students sign up for workshops

Day Prior to Event

- Set up rooms for first workshops
- Purchase refreshments for presenters (bottled water, snacks, etc.)
- Set up registration table
- Print lists of students for each workshop
- Collect resources needed (laptops, projectors, extension cords, etc.)

Day of Event

- Set up registration table with packets
- Set up refreshments table
- Put signs on doors for workshops
- Make sure students are at registration table 30 minutes prior to start of event and give instructions for greeting employers/community members
- Set up laptops, projectors, etc.
- While students and presenters are at lunch, set up tables for career fair
- Collect presenter feedback/surveys

Week after Event

- Have students write thank you notes to presenters
- Committee members write thank you letters to presenters
- Distribute student surveys to students during Freshman SOAR meeting
- Collect student surveys
- Meet with committee for debriefing
 - List what worked and what can be changed for next year
 - Analyze student and presenter surveys
- Create list of possible presenters for next year