

*Take Our  
Daughters and Sons  
To Work Day*

**“1 Youth, 1 Dream, 2Morrow's Leader”**

**High School  
Activity Packet**

# **Take Our Daughters and Sons To Work Day Program Guidelines**

## **Background**

On Thursday, April 22, 2010, the Take Our Daughters And Sons To Work Foundation will host Take Our Daughters And Sons To Work Day. The new program continues its focus on the competing challenges integrating work and family. It is designed to allow parents, guardians, and mentors to share their work lives and introduce these issues to our nation's daughters and sons. To assist you in taking full advantage of the program, we have created tools that will help you initiate conversations with your daughter, son, relative, or sponsor/mentee around work and family. The School Board of Broward County, Florida has passed a resolution in support of **"Take Our Daughters and Sons to Work Day" to be held on Thursday, April 22, 2010.** The following guidelines have been established to encourage the District's students and children of its employees to participate in this worthwhile educational experience:

## **Eligibility**

Any child, regardless of gender, between the ages of 8 and 18 is eligible to participate in Take Our Daughters and Sons to Work Day on Thursday, April 22, 2010. With parental approval, students can be "adopted" for the purpose of visiting a particular workplace of interest to the child. All departments, schools, centers, and administrative offices will allow children of employees (and "adopted" children) to visit the workplace for the purpose of making the connection between school and work on Take Our Daughters and Sons to Work Day.

## **Absences**

Take Our Daughters and Sons to Work Day is a District approved field trip and will not be considered an absence. Students should follow the guidelines in the current Code of Student Conduct booklet concerning pre-approved absences for educational reasons. (Students must complete permission slips at least 5 days in advance). Students going to a workplace with parents or adult friends are on a field trip and are excused as described in the Code of Student Conduct.

## **Make -Up Work**

Students who have prearranged an excused absence for April 22nd have the responsibility to turn in all assignments on the day after the missed day, unless other arrangements are made with their teachers (see Code of Student Conduct booklet). Principals and teachers should encourage the sharing of experiences by students who participate in this activity.

## **Special Activities**

Departments, schools, centers and workplaces are encouraged to schedule special activities for children visiting on April 22nd. These activities could include visiting a variety of workstations, facilitating tours, and hearing from special speakers, having lunch as a group, learning about job interviews or learning about applying for a job. By attending a workplace, students should gain valuable information concerning the workplace environment, work related technology and educational requirements to be successful.

## **Liability**

Students are excused from school with the participating adult being responsible for transportation, safety and student conduct. Children should not visit locations where dangerous or hazardous working conditions exist.

## PLANNING TIPS

Whether you work for a large corporation, own a small business, police the streets, or teach at a university, you can impact a child's life by exposing them to new ideas and opportunities.

The most successful days are creative and productive. Think about what makes your company unique, and most importantly use your resources!

Below are tips to help make your day a success:

### **Students can learn from every employee and department.**

Ask employees from every level and department within the organization to share their work experiences and encourage girls and boys to ask questions. For example, ask the payroll department to demonstrate how employees get paid, explain why deductions are taken out, how time off is factored in, etc.

### **Keep activities short.**

Interactive activities that are 45 to 55 minutes in length are best.

### **Recommended for girls and boys ages 8 to 18.**

Younger students may have a shorter attention span during activities.

### **Introduce students to technology.**

Show girls and boys how important technology is to your business. Schedule time for them to work on computers or other office equipment. For example, let them view your website and see how business is conducted through the site or have them participate in a conference call with another office that is participating in the program.

### **Talk to school officials about Take Our Daughters and Sons to Work.**

Work with your child's teachers to let them know that he or she will spend the day doing educational activities at work.

### **Complete the enclosed Activity Log and Take Our Daughters and Sons to Work Day Evaluation Form.**

Students can take these forms back to school to demonstrate their participation in the educational activities at your work place.

### **Keep students safe.**

Provide adequate safety and protective gear for girls and boys. Be sure to have a range of sizes available.

## Parental Authorization

(Parent/Guardian must complete and give to the accompanying adult if it is not the parent)

I/We, the undersigned, grant our son/daughter \_\_\_\_\_  
*(Name of Student)*

permission to participate in an out-of-school educational activity as part of the Take Our Daughters and Sons To Work Day.

Should a medical emergency arise while my son/daughter is participating in this field trip, the accompanying adult or I will be responsible for initiating medical treatment. I give permission for immediate treatment as required in the judgment of the attending physician.

If there are any changes to the information provided herein, it is the parent's responsibility to provide the updated information.

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

\_\_\_\_\_  
Date

**\*SPECIAL NOTE:**

Parents/Guardians of students that are participating in the Take Our Daughters and Sons To Work Day event must call in an excused absence to your child's school.

**Medical Release**

**(Parent/Guardian must complete and give to the accompanying adult if it is not the parent)**

Name of Student \_\_\_\_\_

Home Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Parent/Guardian \_\_\_\_\_ Relationship \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of Second Parent \_\_\_\_\_

Or Alternate Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Address (if different) \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of Family Physician \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**Medical Insurance Information**

I attest that my son/daughter has medical insurance coverage through:

\_\_\_\_\_  
*(Name of Insurance Company)*                      *(Policy Number)*                      *(Group Number)*

Medical Condition of Student \_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_

If applicable, please describe any medical condition that may recur. (State **none** if the statement does not apply to your child.) \_\_\_\_\_

Is your son/daughter allergic to any medicine? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please describe: \_\_\_\_\_

Is your son/daughter on any type of medication for a long-term medical condition?  
\_\_\_\_\_ Yes \_\_\_\_\_ No    If **yes**, please indicate the name of the medication.

\_\_\_\_\_  
\_\_\_\_\_

**Take Our Daughters and Sons to Work activities should** introduce participants to the vast range of potential job opportunities, while asking children to consider how their future work will fit into their overall lives. The major goal for the activities is to encourage girls and boys to think about how their dreams for the future—both for their work and family lives—can be achieved. For example, if they plan to have a career that requires them to travel or work a night shift, who will take care of things at home? The activities are meant to be fun, allow for lots of conversation, and engage girls and boys in thinking about work and home life in ways they may never have before.

**Ice Breaker Activities may help to set the tone for the day.**

A few samples are provided below:

**Conversation Café:** Children are often asked, “What do you want to be when you grow up?”. This activity goes a step further and asks young participants to consider what their future workplace will look like. Will you work indoors or outside? Will your job be fun or boring? The children will also think through what they want their home lives to be like. Do you envision your home in the city, suburbs, or country? Do you plan to have a pet?

**Imagining the Future:** Through a dynamic problem-solving activity, children will build awareness of how they might approach the challenges of managing work and family life. Participants will be asked to find solutions for problems like whether to work late to finish an important project or attend your child’s school play.

**Ask the Adults:** This activity turns young people into reporters and gives them the opportunity to interview adults about their experiences in managing work and home life. It will be interesting to see how adults’ answers compare to the young participants’ ideas!

Name \_\_\_\_\_ Date \_\_\_\_\_

**CONDUCTING AN INTERVIEW****Meet Your Workplace Host**

To find out more about your parent's job, you should conduct an interview. Think about the reporters you have observed interviewing on the evening news and ask your parent the following questions. Space is provided for you to construct additional questions of your own. Make sure your questions are spoken clearly and make eye contact with your parent. Relax and smile. Write down the answers on this page.

**Introductory Questions ("Getting to Know You")**

1. What is your job title?

---

2. What are your responsibilities?

---

3. How do you help this company/business meet its goals?

---

4. What is a typical day like for you?

---

5. What do you like the most about your job?

---

6. Why did you select this type of work?

---

7. How much education do you need for this job?

---

8. Do you need more job training after you have completed your education.

---

## ACTIVITY 2

Name \_\_\_\_\_ Date \_\_\_\_\_

**The Technology.** Companies today use a variety of cutting-edge technologies. How many computers does this workplace have?

---

What software programs did you observe?

---

What other equipment do employees use at their desks besides computers?

---

What other technology does the workplace use to make its product or deliver its services?

---

**The Benefits.** To hire the best people possible, many employers offer more than a salary or hourly wage.

Does this workplace offer any of the following extra benefits?

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Health Care Plan  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Dental Plan   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Retirement Plan   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Disability Insurance  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Reimbursement for more Education                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Advanced Training for Job Skills                                    | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Other Services (such as dry cleaning, childcare or car maintenance) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

# PERSONAL ACTION PLAN



Name \_\_\_\_\_

### Personal Goal

You have already discovered that doing well in education takes some work. List two things you can do immediately to help obtain your education goal (for example, completing all your assignments, bringing up your grades and sending college applications in on time).

---

---

---

### Skills

As you observed on the job site, every job requires a minimum set of skills. Write three specific skills that you will need in the future (for example, a musician will require the ability to read music, a computer programmer will need advanced computer training and a businessperson will require proficiency in math). Then decide how you will obtain or strengthen that skill.

### Skills Needed

---

---

---

---

### Ways I can obtain or improve this skill are:

---

---

---

---

### Keeping Your Commitment

In the world of work, when goals are set, employees are accountable for meeting them. Make yourself accountable for getting the education and skills you need to be successful. Keep this Personal Action Plan and check it in six months. Ask yourself, "How am I are doing?" and then adjust your goals or set new ones to meet your plans for the future.

## A – Z Career List

Listed below are several careers for each letter of the alphabet. If time permits, have your child research some of these careers on the Internet. Use the attached sheet to provide a brief description of at least three careers from the list below.

### A

**Actuary**  
**Aerospace Engineer**  
**Anesthesiologist**  
**Audiologist**

### B

**Biochemist**  
**Botanist**  
**Broadcast Technician**  
**Budget Analyst**

### C

**Cardiovascular Technician**  
**Cartographer**  
**Cartoonist**  
**Computer Software Engineer**  
**Crime Lab Analyst**  
**Cytotechnologist**

### D

**Dentist**  
**Desktop Publisher**  
**Detective (Police)**  
**Dietitian/Nutritionist**

### E

**Ecologist**  
**Economist**  
**Editor**  
**Electrologist**

### F

**Financial Planner**  
**Firefighter**  
**Foreign Service Officer**

### G

**Geneticist**  
**Geophysicist**  
**Gerontologist**  
**Graphic Artist (Software)**

### H

**Horticulturist**  
**Human Resources Manager**  
**Hydrologist**

### I

**Industrial Engineer**  
**Information Systems Manager**  
**Internist**  
**Interpreter**

### J

**Job Analyst**  
**Judge**

### L

**Laser Technician**  
**Librarian**  
**Lobbyist**

**M**

**Marine Architect**  
**Market Research Analyst**  
**Meteorologist**  
**Molecular Biologist**

**N**

**Nuclear Engineer**  
**Nurse Anesthetist**

**O**

**Occupational Therapist**  
**Operations Research Analyst**  
**Optician**  
**Osteopathic**

**P**

**Physician**  
**Pathologist**  
**Pharmacist**  
**Physiologist**  
**Podiatrist**  
**Prosthetist / Orthotist**

**R**

**Radiologist**  
**Range Manager**  
**Recreational Therapist**  
**Respiratory Therapist**

**S**

**Sonographer**  
**Speech-Language Pathologist**  
**Sports Physician**  
**Statistician**

**T**

**Technical Writer**  
**Toxicologist**  
**Traffic Manager**

**U**

**Umpire / Referee**  
**Urban Planner**

**V**

**Veterinarian**  
**Video / Film Editor**

**W**

**Web Site Developer**  
**Wildlife Biologist**  
**Writer / Author**

**Z**

**Zoologist**





### **DIRECTIONS FOR COMPLETING THE “TAKE OUR DAUGHTERS AND SONS TO WORK DAY” ASSIGNMENT**

Please use the forms (Take Our Daughters and Sons to Work Day Activity Log and the Take Our Daughters And Sons To Work Day Evaluation Form) to document the activities that you participated in on **“Take Our Daughters and Sons to Work Day”**. Include the time, activity and the adult who supervised you while involved in the activity. A sample has been completed for you.

We are also providing the following optional activities for students who would like to do additional career research:

Students can go to the public library, select a book and prepare a written report on a career of their choice. Make a photocopy of the library card and attach it to the report. Submit these items to your Language Arts teacher.

Your Name \_\_\_\_\_

Name of Company \_\_\_\_\_

**TAKE OUR DAUGHTERS AND SONS TO WORK DAY  
EVALUATION FORM**

**Now that you have completed your shadowing experience, take some time to reflect on what you observed today and how it might affect your plans for the future.**

1. What are the job responsibilities and duties of your parent?

---

---

2. Which parts of the job were of interest to you?

---

---

3. Which parts of the job would you find boring?

---

---

4. Would you consider a career in this field? Why or why not?

---

---

5. What surprised you most about what you learned, heard or observed today?

---

---

6. What knowledge and skills are you learning in school that will be used on the job?

---

---

7. What knowledge or skills do you need to strengthen to be successful on the job?

---

---

8. Did any other ideas for careers come to mind today?

---

---

