

California University of Pennsylvania
Take Our Daughters And Sons To Work Day
“Work Force Development for All”
Registration Confirmation Letter

Dear Parent/Guardian or Grandparent:

Thank you for registering your child/children or grandchild/grandchildren for CAL U’s **Take Our Daughters And Sons To Work Day** (TODASTWD) *“Work Force Development for All”*. We have an exciting day planned with activities that will compliment your typical work day at CAL U. We hope the children will get a real feel for what their Parent/Guardian or Grandparent does at work, but also have some time to engage in some educational and fun activities. *Because the participants will be on the move throughout the day, please have the children dressed in comfortable clothing and sneakers (no sandals please) and plan according for inclement weather.*

- The day begins with the children joining their Parent/Guardian or Grandparent in their office/workplace
- **CHECK-IN Station** is from **8:30 am – 9:30 am**, First Floor, Manderino Library
 - Children will receive a **Name Tag** and the **Parent/Guardian or Grandparent** is asked to complete the back side of the Name Tag with their contact information
 - **Refreshments** will be served to start the day off right!
 - **Gift Bags** will be given out with a few mementos to remember their day at Cal U
 - After **CHECK-IN**, Parents/Guardians or Grandparents are to accompany the children to their first scheduled Activity Session
- **Volunteers** will be escorting children to and from each Activity Session and be helping out at the sessions
- Parents/Guardians or Grandparents are welcome to join the children during the day with their supervisor’s approval
- **Lunch is from 11:50 am – 12:30 pm** – Children are to be picked-up by their Parents/Guardians or Grandparents at the **Meet & Greet**, Hamer Hall, Gym B at **11:50 am** or at their last scheduled Activity Session prior to Lunch
 - If a Parent/Guardian or Grandparent is unable to meet their child/children or grandchild/grandchildren for Lunch, an **Alternative Lunch** has been planned on the First Floor, Manderino Library at 11:50 am – 12:30 pm. However, you must provide the children with their lunch (pack or pick-up something for them).
- **CHECK-OUT Station** is from **3:15 pm – 4:00 pm**, First Floor, Manderino Library
 - **Parents/Guardians or Grandparents** are asked to pick-up the children at their last scheduled Activity Session and bring them to **CHECK-OUT Station** to be signed out
 - After being signed out, the children can pick-up their Group Picture & Certificate

You will need to print-out the attached forms or pick-up copies from the Office of Social Equity, South Hall 112. **Please note:** There are several forms attached that are **highlighted below in yellow** that need your immediate attention:

Please return the Permission Slip, Photo Release Form, and Schedule of Events (with your Activity Selections) to the Office of Social Equity, South Hall 112 or Interoffice Mail Box 9 **by no later than Friday, April 5, 2019:**

- **School Absence Slip** – Children are to give this to their teacher/school. We cannot guarantee your school will consider the day an approved absence. However, hopefully their school will realize the educational benefit of attending and consider it an approved educational field trip.
- **Permission Slip** – Required for children to participation in the day’s events
- **Photo Release Form** – Required for children participating in the Meet & Greet - Group Photo
- **Parent/Guardian or Grandparent and Child Interview Form** – Children can use this form to interview their Parent/Guardian or Grandparent. This is a great way to start a conversation with the children about your job and your responsibilities.
- **Schedule of Events** - Please make your Activity Session selections and keep a copy for your reference. The original is to be returned to the Office of Social Equity, Interoffice Mailbox 9 **by no later than Friday, April 5, 2019**
- **Evaluation Form** – Let us know how we did! Complete this form and return it to Office of Social Equity, Interoffice Mail Box 9 after the event. We will use your input to help make improvements for next year.

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School Absence Slip

Dear Educator:

On April 25, 2019, **California University of Pennsylvania** (CAL U) will participate in the national **Take Our Daughters And Sons To Work Day** *“Work Force Development for All”* event. CAL U has exciting planned activities for students between the ages of 8-18. The children will not only learn about their Parent’s/Guardian’s or Grandparent’s workplace and job responsibilities, but they will also be able to participate in interactive learning activities. It is the intent that the employees of **California University of Pennsylvania** will serve as role models and will inspire the girls and boys to strive to attain their full potential.

The goal of these activities is to encourage the participants to value accountability in their work, family, and community, while cooperating with others in a respectful manner. Our hope is that through these activities, each child will learn they can make the world better by the choices they make in their personal life, through family, community, and country. Moreover, the children will discover how courses, such as science and math that can better prepare them for a wide variety of jobs and make them aware of the skills needed to be hired in specific professions.

Address any questions to **Office of Social Equity** at 724-938-4014 or via email to SocialEquity@calu.edu.

The Parent/Guardian or Grandparent is to complete the bottom of this form and have the participating child take it to his/her teacher or Principal to sign. You may keep the paper, or it may be remained by the school. Please be advised that it is the individual school districts decision whether or not they consider this event an excused school absence.

Parent/Guardian or Grandparent’s Name: _____

Student’s Name: _____

Teacher’s Name: _____ Grade: _____

School: _____

For the School:

I excuse _____ to attend the **Take Our Daughters And Sons To Work Day** *“Work Force Development for All”* at **California University of Pennsylvania on April 25, 2019**. If necessary, the student should complete the following work to make-up for the excused absence:

Signature: _____ Date: _____
(Teacher or Principal)

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Permission Slip

I, _____ (please print), give my permission for my daughter/son or granddaughter/grandson _____ (please print), age _____, to participate in the **Take Our Daughters And Sons To Work Day** *"Work Force Development for All"* scheduled activities on Thursday, April 25, 2019. I understand the following:

- The children can attend only one activity per each Activity Sessions or stay with me.
- My child/children or grandchild/grandchildren will start their day with me in my workplace/office/department.
- I will bring my child/children or grandchild/grandchildren to the **Check-In**, First Floor, Manderino Library from 8:30 am to 9:30 am.
- My child/children or grandchild/grandchildren will remain with me in the morning from until their first scheduled Activity Session.
- I will accompany my child/children or grandchild/grandchildren to their first scheduled event.
 - **Activity Session #1** starts at 9:30 am (see **Schedule of Events** for more details).
- I will pick-up my child/children or grandchild/grandchildren for Lunch at their last scheduled Activity Session.
 - Lunch is from **11:50 am – 12:30 pm** on our own.
 - Or, the children can attend the **Alternative Lunch**, First Floor, Manderino Library, but I must bring pack or bring their lunch.
- My child/children or grandchild/grandchildren will remain with me from 3:15 pm – 4:00 pm.
- I am responsible for picking-up the children at their last scheduled Activity Session and then I am to bring them to **Check-Out**, First Floor, Manderino Library from 3:15 pm – 4:00 pm.
 - Get your copy of the **Group Photo with CAL U Athletes**
 - **2019 Take Our Daughters And Sons To Work Day** *"Work Force Development for All"* **Certificate**

I wanted to make you aware that my child or grandchild has the following Allergies or Restriction:

In case of an emergency, please call me (print your name): _____

at my cell number: _____ or work number _____.

I am the child's: _____ Parent/Guardian or _____ Grandparent. I work in the following office/department:

_____ located in room _____ in _____ building.

1.) Parent's/Guardian's Signature: _____ **Date:** _____

2.) Grandparent's Signature (if CAL U employee): _____ **Date:** _____

If you have any questions, please contact the **Office of Social Equity** at 724-938-4014 or via email at SocialEquity@calu.edu.

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Photo Release Form

MEET & GREET - GROUP PHOTO – A **Group Photo** is scheduled to be taken on April 25, 2019 at the **Take Our Daughters And Sons To Work Day "Meet & Greet"** Session at approximately 11:45 a.m.

If a Parent/Guardian and/or Grandparent does **not** want their child/children or grandchild/grandchildren in the Group Photo they are to indicate such, by checking **"I DISAGREE"** below. In this case, the child/children in question may still attend and participate in the *"Meet & Greet"* Activity Session; however, they cannot be in the Group Photo at the end of the session. If this is the case, please make your child/children are aware that they cannot be in the **Group Photo**.

A copy of the **Group Photo** and will be distributed to the children who is a registered Participant of **Take Our Daughters And Sons To Work Day "A Day of Exploration"** and who attends the *"Meet & Greet"* Session, provided the University has the Parent's/Guardian's or Grandparent's permission by checking **"I AGREE"** below.

The **Group Photo** will be distributed internally only and will be available at the end of the day after the Parents/Guardians or Grandparents bring their child/children to **CHECK-OUT**. The **CHECK-OUT** located is on the First Floor, Manderino Library between the hours 3:15 pm – 4:00 pm.

Participant's Name (Minor Child): _____

Street Address: _____

City, State, Zip Code: _____

PHOTO RELEASE:

I give California University of Pennsylvania's staff permission to publish in print, electronic, or video format the likeness or image of my child or grandchild. I release all claims against California University of Pennsylvania with respect to copyright ownership and publication including any claim for compensation related to use of the materials. I understand cautionary steps will be taken to provide minimum identifying information and no specific mailing address or phone number will be used.

I AGREE

I DISAGREE

1.) Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____ **Date:** _____

2.) Grandparent's Name (if CAL U employee): _____ **Date:** _____

Grandparent's Signature (if CAL U employee): _____ **Date:** _____

California University of Pennsylvania
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Parent/Guardian or Grandparent and Child Interview Form

This form is to be completed with your child or grandchild, so they have a better understanding about their Parent's/Guardian's or Grandparent's job and responsibilities. With your permission, your child or grandchild can then share this learning experience with their teacher/classmates.

My name is: _____ Date: _____

My Parent's/Guardian's or Grandparent's name is: _____

They are my: _____ Mother _____ Father _____ Grandmother _____ Grandfather

They work at California University of Pennsylvania s in the **Office/Department of:**

_____ building.

Their **Job Title** is: _____.

Their work hours/schedule is from _____ to _____. They work _____ hours a week.

Their work requires them to travel? _____ Yes _____ No

They perform the following type of work duties: _____

What they enjoy most about their job is: _____

Their job requires the following special training, education, or a background in order to perform their job duties: _____

What I learned interesting about their job and/or CAL U was: _____

What I liked best about visiting CAL U was: _____

What I liked best about CAL U's **Take Our Daughters And Sons To Work Day** "*Work Force Development for All*" was:

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Evaluation Form

Participant: From what you experienced today, we hope you now have a better understanding about the importance of work and family. Please take a few moments to answer the questions below. Please have your parent or grandparent return this completed form to the **Office of Social Equity** at 724-938-4014 or via email to SocialEquity@calu.edu.

1. **Of all today's activities, which one did you like the best and least?**

BEST ACTIVITY –

NOT MY FAVORITE ACTIVITY AND WHY -

2. **What would you suggest we add or change to make this experience better?**

3. **What are two things you learned today about the world of work?**

4. **What did you learn about your Parent's/Guardian's or Grandparent's job and responsibilities?**

5. **Of jobs that you learned about today, are there any you would like to do when you finish your education?**

6. **What do you think it would be like to go to college or work at CAL U?**

7. **Would you come back for another visit? _____ YES _____ NO**

Please list any other suggestions/comments on the back of this paper. *We hope to see you again at future CAL U events.*