



CONSTRUCTION CAREER DAY

School Responsibilities:

1. Complete registration form to provide information YBA needs to coordinate the event.
2. Secure bus transportation through the school's existing bus service
3. Promote and recruit the number of requested students that fit the targeted profile
4. Provide a list of participating student names 2 weeks prior to the event.
5. Provide a list of any student food allergies or accessibility requirements
6. Provide key contact name and cell for the day of the event
7. Assure that all students are in compliance with host requirements for participation (clothing or jewelry restrictions, citizenship requirements, identification, signed forms, etc.)
8. Complete and return any forms and signatures required by the host for all participants.
Provide a list of interested and qualified students first / last names 2 weeks prior to the event.
9. Acquire and submit all forms and signatures required by the school district for student participation 1 week prior to the event, and send updated count to YBA.
10. Provide any changes to final headcount to YBA & host, 3 days prior to the event
11. Be aware of which, if any students who may not be photographed or videotaped and take responsibility for advising visiting photographer/videographer when they arrive.
12. Take responsibility for distribution of the follow-up survey(provided) to the students and strongly encourage their completion of the survey by the deadline
13. Send bus invoice for reimbursement to YBA within 30 days of the event.