

Taking Our Nation's Daughters And Sons to Work Day Toolkit

On April 25, 2019, over 3.5 million employers will participate with over 40 million participants in Take Our Daughters And Sons to Work Day. 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 who may not have a parent with a job that allows them to bring their children to work.

Last year, the White House celebrated Take Our Daughters and Sons to Work Day [by opening its doors to include students from local schools](#) in the Washington, D.C. area. President Obama also issued [a call to action](#) encouraging employers to invite youth from their communities who may not have a workplace to visit: "Invite them to spend the day with you. Show them what you do every day – and tell them that, with hard work and determination, they can do it too." Inspired by this effort, and President Obama's [My Brother's Keeper Initiative](#) and the White House Council on Women and Girls, the Take Our Daughters And Sons to Work Foundation is encouraging employers to consider similarly expanding their programs this year. The Foundation has also partnered with Big Brothers Big Sisters of America to offer work-based learning opportunities to an additional 170,000 youth. 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.

The goal behind Take Our Daughters And Sons to Work Day has always been to reach out beyond the children and relatives of employees. In 1993, when Ms. Foundation for Women first set out to encourage parents to bring their daughters to the office, one of the early decisions they made was to change the name from "Take Your Daughter to Work Day" to "Take Our Daughters to Work Day." The national program later grew to include boys in 2003, but the goal of helping ensure that all children are able to participate remains.

In this toolkit, you will find a checklist of things you may want to do leading up to the Day; an [Excused Absence Sample](#) for communication with local schools; and sample activities to provide you with ideas to implement the program at your workplace.

Checklist

1. **Get Approval** – Notify your organization's executive office that you will be planning Take Our Daughters And Sons To Work Day, which will be held on Thursday, April 28, 2016. 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, inclusion in recruitment materials, and demonstrating your organization's commitment to the community.
2. **Explore Official Website & Download Activities** – Find planning tips, ideas for the day, activities, the theme, and other resources at www.DaughtersandSonstoWork.org.
3. **Create a Planning Committee** – The committee should be 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.
4. **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 Our Daughters And Sons To Work program that you are coordinating. Below are a few national organizations with centers across the country that may be able to assist you with identifying youth participants. Please keep in mind that there are likely many other organizations that serve youth in your local area.

- **Boys and Girls Club of America** – To find a center in your area, click [here](#) or visit <http://bgca.org> and enter your zip code under “Find a Club.”
 - **YMCA** – To find a YMCA association near you, click [here](#) or visit <http://ymca.net> and enter your zip code under “Find Your Y.”
5. **Determine Number of Students** – Meet with planning committee to discuss how many students you can accommodate. Classroom sizes range but estimate about 30.
 6. **Reserve Conference Room Space** – You can never plan too early. Secure space as soon as possible.
 7. **Set up a Meeting with Your Partner Organization** – Schedule time for your partner organization contact to meet with you to discuss logistics. Things 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 contact for suggestions, ideas and feedback. The contact should be included, and aware of the process and what is expected from her/his end.
 8. **Send 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 Day.
 9. **School and Parent Permission** – Make sure you receive copies of the parental and school student permission forms. 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.
 10. **Announce Participation** – Create/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 to sign up if they would like to host their own child and/or host a youth participant from a local organization.
 11. **Create a Budget** – Include costs for breakfast and/or lunch catering, a snack, gifts for the Day, materials for activities, and nametags.
 12. **Create Agenda** – The agenda should include a listing of activities for the Day, the time and location of the activity, and what department/employee will be hosting the activity. If the girls and boys have been assigned to a group or particular activity that should be noted as well. Once in its final stages, the agenda should be given to all participants.

13. **Create Attendee Sheet** – Include: parent/host name, their department and contact information, and child's name, age, school and career interests.
14. **Capturing the Day** – Speak with your art and/or social media department to discuss uploading photos and related information for the organization website or intranet. Get volunteers to take pictures throughout the day or have girls and boys capture moments with an instant camera. Talk to your legal department about permission slips that may be necessary to post photos online.
15. **Send thank you notes** – After the Day is over, send a thank you note to the students and your partner organization for their participation. Include photos of the Day.

Planning Timeline

SIX TO FOUR WEEKS BEFORE THE EVENT

- Meet with planning committee.
- Meet with partner organization contact.
- Confirm number of internal and external youth participants.
- Email parents 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 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.

FOUR TO TWO WEEKS BEFORE EVENT

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

WEEK OF THE EVENT TO DAY/NIGHT BEFORE

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

ONE TO SEVEN 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 workplace website or intranet.
- Visit [Take Our Daughters And Sons To Work](#) website and tell us how your Day went.