

DC DEPARTMENT OF EMPLOYMENT SERVICES

# TAKE YOUR CHILD TO WORK DAY **TOOLKIT**

INTRODUCING YOUTH TO  
THE WORLD OF WORK!



WE ARE WASHINGTON  
GOVERNMENT OF THE  
DISTRICT OF COLUMBIA  
DC MURIEL BOWSER, MAYOR

# WELCOME TO TAKE YOUR CHILD TO WORK DAY 2019!

I am excited that you have chosen to participate in Take Your Child to Work Day 2019!

The theme for this year is *Building the Future Leaders of the District*, which reflects our commitment to providing every young person and adult a fair shot in life and demonstrates our dedication to creating pathways to the middle class for all Washingtonians.



This year's theme aligns with our mission of connecting District residents, job seekers, and employers to opportunities and resources that empower fair, safe, effective working communities.

We know that creating an effective workforce starts with our youth. Through interactive activities, participating youth will be introduced to the world of work and will feel inspired to strive to attain their full potential.

I hope this toolkit helps you plan your organization's Take Your Child to Work Day and provides you with the resources and ideas you need to make it a success.

A handwritten signature in black ink, appearing to read 'U. Morris-Hughes'.

Unique Morris-Hughes  
Director, DC Department of Employment Services

# ARE YOU READY TO PLAN YOUR WORKPLACE'S EVENT?

According to the Take Our Daughters and Sons to Work Foundation more than **3.5 million employers** and **40 million youth** will participate in Take Your Child to Work Day on April 25, 2019!

This toolkit will provide you with a checklist of things you may want to do leading up to Take Your Child to Work Day and sample activities to provide you with ideas to implement the program at your workplace.

Visit <https://daughtersandsonstowork.org> for additional resources and ideas to help make your Take Your Child to Work Day event a success!







## RESOURCES

- > [EVENT CHECKLIST](#)
- > [SAMPLE ACTIVITIES](#)
- > [SAMPLE AGENDA/RUN OF SHOW](#)
- > [SOCIAL MEDIA POSTS](#)

# EVENT CHECKLIST

- Get Approval** - Notify your organization's executive office and get approval to plan Take Your Child to Work Day, which will be held on Thursday, April 25, 2019.
- Read Toolkit** - Read our Take Your Child to Work Day Toolkit for planning tips, event ideas, sample activities, and other resources.
- Create a Planning Committee** - Gather team members that can assist with planning your event. The committee should be made up of staff from different departments and levels within your organization.
- Reserve Space** - Secure space as soon as possible!
- Send Invite** - Send a formal invitation to staff informing of them of Take Your Child to Work Day. The invite can be sent via email and placed in your organization's newsletter.
- School Permission** - Get copies of the school permission forms to ensure that students are excused for the event.
- Create Run of Show** - The run of show (agenda) should include a list, description, time, and location of activities for the day. The run of show should be shared with your organization's executive office prior to the day of the event.
- Create Attendee Sheet** - Track attendees by providing a sign-in sheet at the event and at each activity if they are hosted in separate locations.
- Capture the Day** - Reach out to your organization's communications department to discuss sharing event photos via social media and in your organization's newsletter. If taking photos of children, speak with your legal department about photo release forms.
- Send Thank You Notes**

# SAMPLE ACTIVITIES

**Job Shadowing** - Have youth shadow staff for the day and complete a group project related to the position, office, or department.

**Panel Discussion** - Host a panel discussion and Q&A with a few staff members from various levels and departments.

**Community Service Project** - Have staff and youth complete a community service project for the local community. Example projects include: packing toiletries for the homeless, stuffing backpacks with school supplies for students, writing letters to troops overseas, and cleaning up a street/park close to your organization's office.

**Product Demonstrations** - If your organization is developing a new product (e.g. apps, robots, clothing), set up stations for staff to display the products and provide overviews and live demonstrations.

**Film Screening** - Screen a film related to your organization/industry or generally about work.





# SAMPLE AGENDA/RUN OF SHOW

## Take Your Child to Work Day Sample Agenda

**8:30am - 9:00am**

Breakfast

**9:00am - 9:30am**

Welcome and Introduction

**9:30am - 10:30am**

Activity #1: Tour of building and Job Shadowing

**10:30am - 10:45 am**

Break

**10:45am -11:30am**

Activity #2: Product Demonstrations

**11:30am - 1:30pm**

Lunch + Film Screening

**1:30pm - 2:00pm**

Closing Remarks



# SAMPLE SOCIAL MEDIA POSTS

Use social media to highlight your organization's celebration of Take Your Child to Work Day!



Post photos and videos using the hashtag [#DCTYCTWD](#) and tag the DC Department of Employment Services so that everyone can follow along with your celebration.



Twitter: [@DOES\\_DC](#)

Instagram: [@DOES\\_DC](#)

Facebook: [Department of Employment Services](#)

Sample Posts:

We are thrilled to join nearly 3.5 million employers across the nation, including many in the District, in celebrating [#DCTYCTWD](#)!



Take Your Child to Work Day at [INSERT YOUR ORGANIZATION'S NAME]! It's never too early to begin building future leaders of the District [#DCTYCTWD](#)

Our future application developers are hard at work for Take Your Child to Work Day! [#DCTYCTWD](#)



Take Your Child to Work Day has made for an exciting day at [INSERT YOUR ORGANIZATION'S NAME]! We are inspired by our young innovators. [#DCTYCTWD](#)



# RESOURCES FOR DISTRICT YOUTH

## **Office of Youth Programs**

The Office of Youth Programs (OYP) develops and administers workforce development programs for District youth ages 14-24. OYP provides occupational skills training, work experience, academic enrichment and life skills training to facilitate the development of work habits and skills that are essential for success in the workplace.

Email: [YouthJobs@dc.gov](mailto:YouthJobs@dc.gov)

Phone: (202) 698-3492

Website: <https://does.dc.gov/service/youth-services>

## **Apprenticeship DC**

Apprenticeships combine on-the-job training with classroom instruction, teaching workers the practical and theoretical aspects of highly skilled occupations. Driven by the Mayor's vision to make sure all of our residents have equal access to job opportunities, Apprenticeship DC will further expand the apprenticeship model in the District in both traditional and non-traditional industries that include IT, healthcare, cyber-security and infrastructure (energy efficiency technology, utility and transportation).

Email: [does@dc.gov](mailto:does@dc.gov)

Phone: (202) 698-5099

Website: <https://does.dc.gov/service/apprenticeship-dc>

## **DC Infrastructure Academy**

Infrastructure is one of the fastest growing industries in the country. Mayor Muriel Bowser launched the DC Infrastructure Academy, at the Department of Employment Services, to meet the needs of skilled infrastructure professionals in Washington, DC. DCIA coordinates, trains, screens, and recruits District residents to fulfill the needs of the infrastructure industry and infrastructure jobs with leading companies in this high-demand field.

Email: [dcia@dc.gov](mailto:dcia@dc.gov)

Phone: (202) 899-6040

Website: <https://dcinfrastructureacademy.org>

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