



# CAREERS IN CONSTRUCTION MONTH: OCTOBER



# PLANNING GUIDE

FOR MORE INFORMATION, VISIT [BYF.ORG](http://BYF.ORG)

# INTRODUCTION



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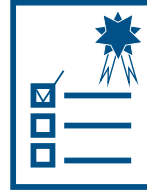
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## WELCOME

Due to the tremendous response from Build Your Future (BYF) supporters and other organizations that have recognized Careers in Construction Week, BYF has expanded its efforts to spread the word about construction careers by naming October “Careers in Construction Month.”

Careers in Construction Month is a nationwide campaign designed to increase public awareness of the opportunities available by becoming one of our nation’s craft professionals. Local schools, contractors and organizations are encouraged to partner locally to host construction career events and programs.

The Build Your Future initiative has developed this planning guide to assist in showcasing the excitement and challenges of working in the construction industry. We hope it gives you the materials needed to get started in your community. All of the information in this guide is also available for download from [BYF.org](http://BYF.org).

For additional information contact NCCER customer service at 888.622.3720 or email us at [marketing@nccer.org](mailto:marketing@nccer.org).

THE FUTURE OF THE CONSTRUCTION INDUSTRY IS IN OUR NATION'S YOUTH. BY DEDICATING A MONTH TO CONSTRUCTION CAREERS, WE HOPE TO PROMOTE RECOGNITION AMONG PARENTS, TEACHERS, AND STUDENTS ABOUT THE REWARDING CAREER OPPORTUNITIES AVAILABLE IN CONSTRUCTION.

-Donald E. Whyte  
NCCER President



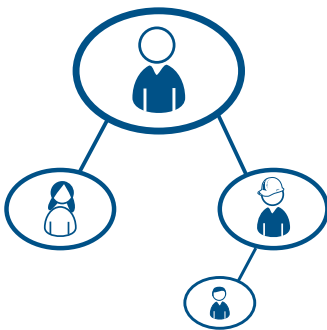
## DEVELOP A PLAN

Careers in Construction Month is your chance to shine a light on your company or school, your association, and your community. Use this checklist to develop your own plan for this exciting event.



### CHOOSE YOUR AUDIENCE

Who are you trying to reach? The answer to this question is key in planning your activities, the type of media you will use, and the kind of message you will send.



### ASSIGN TASKS

Organize a task group and delegate tasks to help plan your events. This is an easy way to get your members involved in the planning process.

### SET YOUR OBJECTIVES

What do you want to accomplish? Write down your goals and what you expect to achieve from your event.



### PLAN ACTIVITIES

Set aside time for a brainstorming session and list the different types of activities you want to host. Remember to consider your audience while planning these events. Once you have a list of possible activities, narrow it down to the ones you want to focus on.

### DOUBLE CHECK

Make sure you have everything ready before the event. Be prepared for any last minute issues that may have been overlooked. Visit with your task group often to make sure things are in order and answer any questions they may have.



### GATHER MATERIALS

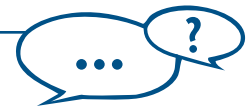
Order supplies and build any props you may need. Remember to consider local businesses for donations.

### PUBLICIZE

The only way people will participate in your events is if they know about them. Hang up posters (obtain free posters from NCCER), send press releases to the newspaper, and spread the word any way you can.

### EVALUATE

After Careers Month has passed, look back and evaluate your progress. Did your events go off without a hitch? If not, what challenges did you encounter? Did you publicize the event enough? By evaluating your planning, you will have a better understanding of how to make your Careers Month activities bigger and better next year!



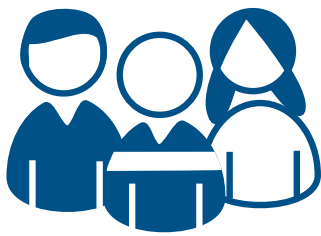
## ACTIVITIES

Here is a list of suggested activities to include in Careers in Construction Month:



### WALK AND LEARN

Coordinate a walk to school to get children thinking about the built environment. Help students understand how construction affects every aspect of their lives. Explain the different types of jobs that are involved in building what they see around them.



### PARENT NIGHT

Host a night at for parents to explore the opportunities available to students in the construction industry. Invite local craft professionals and field questions.

### HUNT FOR KNOWLEDGE

Organize a “Construction Treasure Hunt” in your community. Have students walk a prearranged course around the school or community and search for answers to questions about the built environment. Ask local industry professionals to donate prizes.

### OPEN UP YOUR SITE

Ask a local construction site to host a field trip. Arrange for students to tour the site and gather first hand information on what it takes to have a successful career in construction.

### INSPIRATION AT EVERY AGE

National Association for Women in construction promotes early learning through their Building Blocks program. To learn more go to [nawic.org](http://nawic.org).

The Associated General Contractors of America (AGC) also recognizes the value in promoting to a young audience. AGC has a program called Buildup at [constructmyfuture.org](http://constructmyfuture.org).



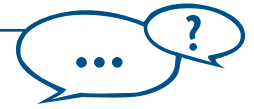
### BUILD A RESUME

Help students prepare for a career in construction by coordinating a resume building session. Provide interview and resume tips. Students can search for careers and post resumes on the BYF career center when they are finished.



### BARGAIN SHOPPING

Host a booth or event at your area shopping center. Colleges and contractors have successfully recruited young people into the industry through shopping malls.

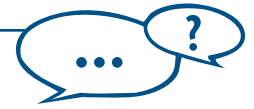


## TIPS TO MAKE IT HAPPEN

Careers in Construction Month is a collaborative effort of school, contractors, associations, and government organizations to raise awareness of construction careers. Here are some tips to make the most of your Careers Month:

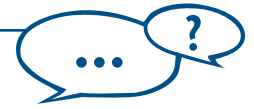
- Promote a positive and realistic image of the construction industry by sponsoring career fairs and seminars, or sponsor a tour of your community to get a close-up of current construction projects.
- Place an article or ad in your local newspaper on Careers Month and the value of construction professionals.
- Sponsor a community-wide event such as a contest for students. Have students describe their favorite trade or a family member involved in construction. All contest participants' projects could then be displayed in local schools, business, etc.
- Use a special message promoting Careers Month when answering the phone.
- Work with schools and local businesses (i.e.: Chamber of Commerce, libraries, malls) to set up special displays for Careers Month using promotional posters or banners.
- Hold a special celebration or reception to recognize construction professionals in your community. Honor these professionals for their hard work, commitment to the profession, or for the completion of projects that make the city stand out.
- Purchase promotional items for Careers in Construction Month (i.e.: T-shirts, pins, mugs).
- Invite a local celebrity involved in construction to sponsor Careers in Construction Month.
- Invite a politician to accompany a construction employee at their place of employment for the day. The growth, shortages, and training of the industry remains an important issue to voters.
- The best way to inform and recruit tomorrow's workforce is by bringing construction into the classroom. Form partnerships with local schools or contractors.
- Assemble a panel consisting of at least one construction student, one experience craft professional, and one construction business owner. Panel members can host a question and answer session to discuss local career opportunities for students.





## TIPS TO MAKE IT HAPPEN (CONTINUED)

- Write a public service announcement (PSA) and distribute to radio stations in your community. Each PSA can be tagged with your organization's name as a co-sponsor. A sample is included on page 20.
- Host a hearing before city council or hold a town meeting on the industry's concerns about the recent trends in job training shortages, education, etc.
- Request a proclamation from your mayor/governor declaring the month of October as to be "Careers in Construction Month." See the sample on page 12.
- Ask local television reporters to air stories about construction careers during the month of October.
- Suggest that your local newspaper solicit stories from readers who would like to pay tribute to an outstanding construction worker.
- Host a press conference. Discuss an important building issue in your community; release the findings of a local survey; honor a local construction organization or employee; or bestow an honorary skilled trade title to a deserving politician or civic leader.
- Encourage local merchants to announce Careers Month on their marquees, in-store broadcast systems, and cash register receipts.
- Ask local companies and schools to sponsor a career fair.
- Visit [BYF.org](http://BYF.org) to download posters and other promotional materials.
- Recognize the construction professionals in your state legislature and hold an event at the state capital. Take the opportunity to educate state legislators about the role and value of construction professionals in our economy.



## CAREERS IN CONSTRUCTION MONTH

October marks the first National Careers in Construction Month. This month recognizes the contributions made by educators, students, employers, and employees that work to instill pride in the construction industry. It also seeks to increase awareness and foster a positive image about construction careers. A list of suggested featured events for Careers Month is included below:

CONSTRUCTION EDUCATOR RECOGNITION DAY  
CONSTRUCTION EMPLOYEE RECOGNITION DAY  
CAREERS IN CONSTRUCTION DAY  
CONSTRUCTION EMPLOYER RECOGNITION DAY  
JOB SHADOW DAY

### CONSTRUCTION EDUCATOR DAY

One of the most important critical factors in the construction industry is recruiting, training, and retaining the future workforce. On this day, industry representatives will recognize local instructors for their contributions to developing the future construction workforce. This includes instructors in high schools, colleges, apprenticeship programs, and employer training programs. Listed below are suggested activities for an employer:

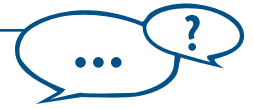
- Take an instructor to lunch
- Provide plaques/certificates for instructors
- Provide instructors with personalized hard hat, golf shirt, or mug with Build Your Future and company logo
- Recognize construction educators in a feature article to a local newspaper
- Recognize a local or state "Construction Educator of the Year"

### CONSTRUCTION EMPLOYEE DAY

Construction Employee Day is an opportunity for employers and educators to recognize the future and current workforce. It's a day to honor the construction craft professional and the entire construction team. Below are suggested activities to show employees they are appreciated:

- Company wide luncheon or picnic
- Golf shirts with company logo (see NCCER online store)
- "Construction Employee Appreciation" T-shirt or hard hat decals
- Recognize an Employee of the Year (i.e. Electrician, carpenter, or Project Manager of the Year)

# SUGGESTIONS



## CAREERS IN CONSTRUCTION DAY

This is the suggested day to view the Build Your Future DVD. This resource is developed to take you inside the industry and features interviews with students, craft professionals, construction managers, and company owners at construction sites nationwide. Listed below are activities that can be used to enhance the viewing:

- A local panel of industry employers to answer student's questions
- Tabletop displays of the industry in lunchrooms and libraries
- Schedule career speakers to present to students during classes
- Provide company shirts to selected students during the broadcast
- Provide "appreciation theme" T-shirts, mugs, key chains, etc. to students
- Equipment displays and demonstrations (heavy equipment presentation)
- Construction Career Fair (power tool contest, nail-driving contest, etc.)
- Prepare a package for each student that includes a BYF DVD, career path, and potential earnings locally and nationwide (contact Build Your Future)

## CONSTRUCTION EMPLOYER DAY

It is through the dedication of employers committed to training programs (school-to-career, industry-education partnerships, etc.) that the construction industry is able to reach out to the future workforce. Educators and associations should recognize employers who provide assistance and encourage training. Listed are ways employers can be recognized:

- Label pins or decals given to employers with the chapter or school logo/mascot
- Appreciation luncheon for all contractors at the school or chapter
- Plaque or certificate of achievement given to employer
- Articles in local newspaper acknowledging employer's contributions

## JOB SHADOW DAY

In order for the construction industry to meet the workforce demand, it is imperative the educators and employers reach out to the next generation of craft professionals—students. It is through industry and education partnerships that students can get first-hand work experience. Here are some ideas on helping prepare students get ready for their first job:

- Host a job shadow day
- Prepare students for a job interview by hosting mock interview stations
- Build a resume and post it on the Build Your Future Career Center
- Arrange for presentations at a local community college or technical school
- Provide T-shirts, mugs, carpenter pencils, etc. for students

For more information, please contact us at 888.622.3720, or email [marketing@nccer.org](mailto:marketing@nccer.org)

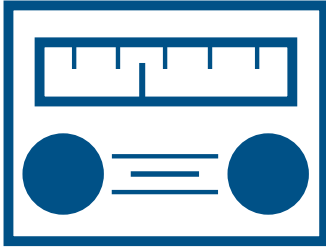


## MEDIA TIPS



### PROMOTING CAREERS IN CONSTRUCTION

Careers in Construction Month is about promoting the industry and encouraging young people to experience rewarding construction careers. The following tips will assist you in successfully contacting the media and making your event public.



#### RADIO

Contact your local radio station manager and inform them of what Careers Month is all about and the benefits to their organization by running your PSA.

#### APPOINT A MEDIA LIAISON

Assign one individual to serve as your media liaison. Things will run more smoothly by appointing one person to coordinate all media inquiries and publicity efforts. Be sure to have your media liaison's names as the contact person on all correspondence to the media.

#### 10 C'S OF COMMUNICATION

Concise	Calm
Clear	Controversial
Compassionate	Candid
Correct	Colorful
Conversational	Confident

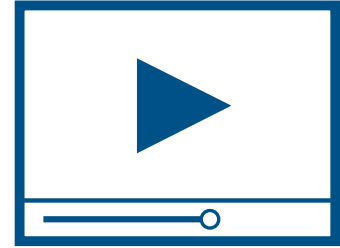
#### PUBLIC SERVICE ANNOUNCEMENTS

Public Service Announcements (PSAs) are messages run for nonprofit organizations about programs and services that will benefit a community. PSAs are run in print and broadcast media and are generally 15, 30, or 60-second spots.



#### DEVELOP YOUR IDEAS

Distribute your own fact sheet to the media (a sample is on page 24). Keep your message clear. Talk about what the construction industry and your community are doing to promote jobs and training.



#### EDUCATIONAL VIDEOS

Offer videos such as Build Your Future's RETHINK Careers in Construction series to local cable stations.

#### PANEL DISCUSSIONS

Organize a panel discussion on a construction topic on a local cable station. Possible topics include workforce shortages; training and education; how construction impacts our daily lives; local issues affected by construction; or a look into the 22nd century.

#### IDENTIFY A SPOKESPERSON(S)

Identify construction professionals in various industry settings from your state or local associations who can talk about their work, training and educational needs, and the shortage of craft professionals.

## MEDIA TIPS



### PROMOTING CAREERS IN CONSTRUCTION (CONTINUED)



#### WORKING WITH NEWSPAPERS

Contact the editors of your local paper and build a relationship with them. Include photographs with all stories you submit. Don't forget about school newspapers or local business newsletters. This is a great way to publicize Careers Month to other schools and employers.

#### THINK LIKE A JOURNALIST

As you develop your news and ideas to pitch to the media, look for stories that are timely, unique, unexpected, the first of their kind interesting, heart warming, inspirational, and/or sensational.

#### PLANNING CHECKLIST

- ☐ Determine what you are trying to have publicized or covered in the media.
- ☐ Determine when and where the activity will take place.
- ☐ Develop a media list of who would be interested in the event. Include city, state, trade, and construction society press.
- ☐ Develop a publicity plan. Decide what needs to be done and who will do it.
- ☐ Evaluate your results.

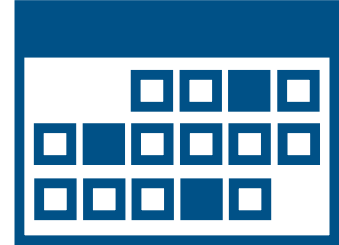
#### NEWSPAPER SUPPLEMENTS

A Construction Month supplement in your local newspaper offers you an opportunity to provide in-depth coverage of the month and your activities. It also offers local organizations a chance for visibility, and it is attractive to the newspaper because it generates advertising revenue.



#### CONTACT THE MEDIA

Obtain a list of contacts from local television stations, radio stations, newsletters, newspapers, and magazines. Many reporters use the web as a resource and e-mail as a method of communication. Localize the news release and send it to media reporters. Remember to invite the media to attend any activities you have planned that recognize construction professionals or highlight the industry itself.



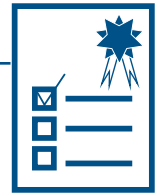
#### BE AWARE OF DEADLINES

Send a well written and timely release about 10 days in advance of the event. Call reporters a week before the event to determine if they received the release. Ask if they have questions or would like to schedule an interview. Be prepared to explain why the event will interest them.

#### PROMOTION

Work with a local radio station to sponsor a construction quiz. Have the station ask one question each day. Award prizes like Careers in Construction Month T-shirts for the first caller with the correct answer.

# PROCLAMATION TIPS

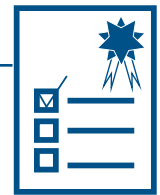


## REQUESTING A PROCLAMATION

Getting a proclamation for Careers Month can be easy if you know how to go about it. In many areas, a mayor or governor can issue a proclamation without any action from the city council or state legislature. The following are a few tips on how to get a proclamation issued with or without legislative action.

- Call the office of your mayor or governor to determine how proclamations are issued. Call several months in advance—it may take several months to get your proclamation issued. Also have your materials ready, such as the sample proclamation on the next page. Localize relevant facts about construction and explain why Careers in Construction Month should be recognized by your city or state.
- Elicit support for your proclamation from other leaders in your city or state. Your members can directly contact their mayor, city council members, and local or state officials by writing letters or scheduling personal visits. Letters to the governor from industry leaders and associations will demonstrate statewide interest and support of the proclamation.
- Express your gratitude when a proclamation is issued. Include the governor or mayor in ceremonies that you have planned for the event. Remember to inform media about the official attention you have received, and send a letter of appreciation to the official when the month's activities are over.

# PROCLAMATION TIPS



## SAMPLE PROCLAMATION

### Name of State

#### Governor's Proclamation

**WHEREAS**, *Careers in Construction Month* is an annual month designated to increase public awareness and appreciation of construction craft professionals and the entire construction workforce;

**WHEREAS**, during this month, employers, associations and schools are encouraged to conduct job fairs, panel discussions, and local community events to inform students of the vast employment opportunities in construction;

**WHEREAS**, the construction industry is one of our nation's largest industries, employing more than 5 million individuals in the U.S.;

**WHEREAS**, the construction industry needs 1.5 million new craft professionals by 2014;

**WHEREAS**, we are pleased to honor the construction craft professional and the critical role they play in the development of our (INSERT STATE);

**WHEREAS**, NCCER was created by the construction industry to standardize training and enhance the industry image by promoting the hard work and dedication of our nation's craft professionals;

**WHEREAS**, the mission of NCCER's Build Your Future campaign is to narrow the skills gap by guiding America's youth and displaced workers into opportunities that lead to long-term rewarding careers in construction

**WHEREAS**, the goal of the Build Your Future campaign is to shift the public's negative perception about careers in the construction industry and provide a path for individuals to become craft professionals, and

**NOW, THEREFORE**, I, (\_\_\_\_\_), Governor of the State of (\_\_\_\_\_), do hereby proclaim October, 2013, as

#### **CAREERS IN CONSTRUCTION MONTH**

in the State of (\_\_\_\_\_) and I urge all citizens to join me in this special observance.

**GIVEN UNDER MY HAND** and the Great Seal of the Governor's Office at the State Capitol in the City of (\_\_\_\_\_) on the \_\_\_\_ day of (Month), 2013.

State  
Seal

**Signature**  
Governor of (\_\_\_\_\_)

# JOB SHADOWING



## HOSTING A JOB SHADOW DAY



### WHAT IS JOB SHADOW DAY?

An annual event to help young people learn about the career world by spending time with adults at their workplaces, observing first hand the normal responsibilities and daily tasks of the work environment.

### HOW CAN CONTRACTORS PARTICIPATE?

Work with area schools to host a job shadowing at your company.



### WHY SHOULD YOU PARTICIPATE?

- Job shadowing prepares your future workforce and helps students and instructors see the long-term and exciting career possibilities with your company.
- Job shadowing helps students see what actually happens in the workplace and how classroom learning applies to the career world.
- Job shadowing shows students what it takes to be successful in the construction industry by the people who know best—working professionals.
- Participation provides an opportunity to be involved in the education and lives of young people.
- Job shadowing is the first exposure to the workplace for many students.
- Involvement is a great morale booster and increases visibility in the community.
- Job shadowing helps dispel the myth that the construction industry includes only unskilled, low-paying, dead-end jobs.



For more resources, visit [jobshadow.org](http://jobshadow.org). This website has many suggestions to help instructors, employers, and associations have a successful job shadow day.



## SAMPLE JOB SHADOW AGENDA

### Agenda for Job Shadow Day

- 9:30** Welcome and company overview  
Welcome by CEO – include why your company is participating  
Show company video or give oral presentation about the company  
Company mission  
Company purpose  
Office tour
- 10:30** Discussion of company departments  
Two-five minute overview by each department representative  
Include a short break
- 11:30** Student shadows a staff member  
Suggested activities:  
Review student's resume  
Discuss the day's expectations  
Demonstrate daily work activities  
Have student participate in daily activities  
Student interviews staff member
- 12:15** Lunch
- 1:00** Resume daily activities
- 2:00** Wrap up with students
- 2:15** Students depart





## LOCAL PRESS RELEASE

### FOR IMMEDIATE RELEASE

**School name**

**Contact:** Your name or media liaison

**Phone:**

**Email:**

**Date**

---

(School Name)  
**Celebrates Careers in Construction Month**

(City, State) – Students and faculty in the (name of program) at (school name) will celebrate Careers in Construction Month from October 1<sup>st</sup>-31<sup>st</sup>, 2013

Among the activities included are (name, date, place of events open to the public).

Careers in Construction Month is a nationwide campaign designed to increase public awareness of the hard work and contributions of our nation's craft professionals and emphasizes the role construction industry partners play in helping youths and adults achieve career success.

#### INSERT QUOTE

Skilled craft professionals are in high demand. According to the Bureau of Labor Statistics, 1 million skilled workers will be needed to fill construction jobs by 2014.

For additional information about (school name), contact (media contact) at (phone).

###



## NATIONAL PRESS RELEASE

## NEWS RELEASE

For Immediate Release

2.21.13

## Contact:

Jennifer Wilkerson

888.622.3720 ext. 6908

[marketing@nccer.org](mailto:marketing@nccer.org)**Build Your Future Announces October as Careers in Construction Month**

Alachua, Fla. – A key aspect of the Build Your Future (BYF) initiative's mission is to show potential industry recruits the rewarding career opportunities available in construction. Due to the tremendous response from BYF supporters and other organizations that have recognized and supported Careers in Construction Week, BYF is expanding its efforts to spread the word about construction careers by naming October 2013 "Careers in Construction Month."

The goal in expanding this influential effort to promote construction careers is to increase flexibility and planning opportunities for organizations interested in supporting the industry's critical need for skilled craft professionals through construction career events. Like its predecessor, Careers in Construction Month encourages local schools, contractors and organizations to partner locally to host construction career events and programs. Collaboration between education and industry is paramount in facilitating an open dialogue between potential industry recruits and contractors, and construction career events that include stakeholders from both areas have been highly effective.

Educators, employers and industry associations are also encouraged to write their legislators and Governors to support official state proclamations recognizing the month of October as Careers in Construction Month. A sample proclamation is available at the [BYF website](#).

BYF provides a number of online resources for organizations interested in getting involved in Careers in Construction Month at [byf.org/resources](http://byf.org/resources), including a best practices guide, craft profession posters, flyers and brochures. By [registering your event](#) on BYF's website, your event will be profiled as an official part of Careers in Construction Month for added publicity. In addition, visit the BYF resources page often, as more Careers in Construction Month resources will be added throughout the year.

For more information about Careers in Construction Month or BYF, visit [byf.org](http://byf.org). Visit [facebook.com/BYFcampaingn](https://facebook.com/BYFcampaingn) and follow [@BYFcampaingn](https://twitter.com/BYFcampaingn) on Twitter for the latest news and updates on BYF activities and events.

**About Build Your Future** – The goal of the Build Your Future (BYF) initiative is to lead new potential construction industry candidates as well as incumbent workers to opportunities for job placement, advanced education and training and ultimately long-term rewarding careers in the construction industry. BYF is led by NCCER under the Choose Construction Initiative. For more information, visit [www.byf.org](http://www.byf.org).

###



## SPECIAL EVENT ANNOUNCEMENT

### FOR IMMEDIATE RELEASE

**School name**

**Contact:** Your name or media liaison

**Phone:**

**Email:**

**Date**

---

(TITLE)

(City, State) – The Careers in Construction Month Council of (City) has announced it will host (event) on (date) at (location, including address).

The event is free and open to the public beginning at (time).

The event will feature (list appropriate guests, free products, and activities).

INSERT QUOTE ABOUT PURPOSE OF THE EVENT FROM COUNCIL MEMBER

(Name of event) is sponsored by (list sponsors).

Careers in Construction Month is a nationwide campaign designed to increase public awareness of the hard work and contributions of our nation's craft professionals.

###



## BANQUET ANNOUNCEMENT

### FOR IMMEDIATE RELEASE

**School name**

**Contact:** Your name or media liaison

**Phone:**

**Email:**

**Date**

---

(TITLE)

(City, State) – The Careers in Construction Month Council of (City) announces it is holding a banquet to observe Careers in Construction Month on (date) at (time) at (location).

The keynote speaker is (individual, affiliation and topic of remarks if possible).

Awards will be presented for (list important awards).

Tickets are (price) and may be obtained by calling (name and number).

Careers in Construction Month is an annual event designed to increase public awareness of the hard work and contributions of our nation's industry professionals.

Program sponsors include (list sponsors).

###



## PHOTO OPPORTUNITY ANNOUNCEMENT

### FOR IMMEDIATE RELEASE

**School name**

**Contact:** Your name or media liaison

**Phone:**

**Email:**

**Date**

---

#### Photo Opportunity: (Official) to Proclaim Careers in Construction Month in (City, State)

(City, State) – (Name and title) will meet with members of (organization) on (day, date) at (time) at (location) to sign a proclamation declaring October 2013 as Careers in Construction Month in (city or state).

Careers in Construction Month is an annual event designed to increase public awareness of the hard work and contributions of our nation's industry professionals.

Local communities throughout the country will conduct career fairs and construction-related awareness activities to help promote career opportunities in the construction industry.

Activities in (city) include (list activities).

Careers in Construction Month has been sponsored in (city) by (list sponsors).

For more information contact (name, address, and phone).

###



## SAMPLE PUBLIC SERVICE ANNOUNCEMENT

**Client:** Your Name  
**Description:** Local Radio  
**Title:** Generic Script for Careers Week Support in Local Community

Announcer:

For many years, (company name) has been positively influencing the young people of this community by helping them develop their potential through construction education and training.

Please join me in recognizing October 2013 as Careers in Construction Month. We're proud of the thousands of craft professionals who make construction part of their lives and we say thank you to (insert company name) and all of the many sponsors, parents, teachers, students, and volunteers who make Careers in Construction Month possible.

(Company Slogan)

For more information about Careers in Construction Week, visit [byf.org](http://byf.org)





## FIELD TRIP FORM

**Extra-Curricular Field Trip Approval Form**

Dear Parents,

A field trip to \_\_\_\_\_ has been scheduled for \_\_\_\_\_ by your child's teacher and principal. The trip will be made by a school bus leaving the school at \_\_\_\_\_ a.m. and returning at \_\_\_\_\_ p.m.

A teacher/sponsor will accompany this group and will work with the students to accomplish the educational objectives of this trip.

If you wish your child to participate in this important field trip, it is required that you complete and sign the bottom part of the form and return it to the teacher/sponsor the following school day.

**Lunch will be provided.**

This form **MUST** be signed and returned. Parent approval may **NOT** be obtained by telephone.

\_\_\_\_\_  
Sponsoring Teacher/Principal

This is to certify that \_\_\_\_\_ has my permission to go on the field trip listed with this group.

In case of emergency I may be reached at \_\_\_\_\_ or \_\_\_\_\_  
home phone work phone

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## WORKPLACE VISIT

(Insert Company Logo)

**Name of School:**

**Teacher Representative:**

**School Address:**

**Contact Number:**

**E-mail:**

**Group wanting a workplace visit:** (i.e.: 9th grade shop class)

**Number of students attending:**

**All students have parental permission:** (circle one)      Yes      No

**Preferred date(s) to visit:**

**Type of visit preferred:** (circle your choice)      Site      Office      Either

**Any other kind of support you would like from a construction industry partner if a workplace visit cannot be arranged during National Careers in Construction Month:**



## SAMPLE WORKPLACE VISIT AGENDA

### Agenda for (Company Name)

#### Date

#### 1. Six stations will be set up in advance of student arrival.

- Skid loader/Bob Cat station
- Backhoe station one
- Backhoe station two
- Excavator station
- Surveying station
- Construction Overview Station—Video and sample of NCCER Contren® Core training program.

#### 2. Students arrive at 9:00 a.m. and meet in training center

- Divide the students into six even groups
- Give each group their hats
- Give an overview of the day and explain procedure of events-short film
- Group leaders will take groups to their first event
- Groups will begin when air horn sounds

#### 3. Students will spend 50 minutes at each station

- Group leaders will have 5-10 minutes for group overview
- Each student should have five minutes on equipment
- Each station will keep track of times and details of participants

#### 4. After three rotations there will be 30 minutes for pizza and soda

#### 5. After lunch finish last three rotations

#### 6. Closing session

Students leave at 2:15 p.m.



## FACT SHEET

Fill in the details of your event and use this fact sheet to get the word out on your community and potential sponsors.

### WHAT?

Careers in Construction Month.

### WHEN?

The event will be celebrated through the month of October 2013 in local communities across the U.S.

### WHO?

Careers in Construction Month in (city or state) is supported by (organization).

### WHERE?

Careers in Construction Month is an annual event sponsored by communities across the U.S. to bring public attention to the exciting careers available in construction (add local mission of your organization).

### HOW?

Careers in Construction Month is sponsored by construction education associations, government agencies, corporations, businesses, and craft professionals. In (city), the program is organized and sponsored by (local organization). Local events include (list events).

For more information about Careers in Construction Month in (city), contact (name and phone).