



**MONROE COMMUNITY COLLEGE  
TAKE OUR DAUGHTERS AND SONS TO WORK DAY  
THURSDAY, APRIL 26, 2007  
BRIGHTON & DAMON CAMPUS  
REGISTRATION INFORMATIONAL SHEET (3 PAGES)**

**HOSTED BY:**

The Monroe Community College (MCC) Chapter of the American Association for Women in Community Colleges (AAWCC)



**SPONSORS AND DONATIONS:** *Thank you for making this a successful event!*

- ☪ AAWCC, MCC Chapter
- ☪ President Flynn
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- ☪ Volunteers and Presenters☺



**CHECK-IN LOCATIONS: ALL GUESTS CHECK IN DAY OF EVENT!**

MCC's Take Our Daughters and Sons to Work Day event is celebrated at:

- ◆ Brighton Campus      Terrace Lounge      2<sup>nd</sup> floor, outside of food court
- ◆ Damon Campus      Room 4013      4<sup>th</sup> floor, DCC

**RECOMMENDED AGES:** 8-18 years of age

**\*\*\*Children under 12 years of age should be escorted by a parent/guardian to and from events\*\*\***



## PRE-REGISTRATION: PRE-REGISTER BY APRIL 20TH

Guests should be Pre-Registered in order to participate in the day's events. Pre-Registrants:

- Register for up to 4 Workshops in advance!
- Receive a FREE T-Shirt! (\$5.00 at door if not pre-registered)
- Receive a FREE Goodie Bag!
- Automatically entered to Win a FREE Digital Camera or Mp3 Player!
- Complete the Registration Form and Publicity Release and return (see next page)
  - Note: T-shirt sizes are for planning purposes only and sizes are not guaranteed©
- The "Schedule of Events" and "Your Schedule Summary" reports list ALL workshops. Some require pre-registration and others do not. Those workshops requiring Pre-Registration will state it within the description and also appear on the "Brighton Workshops Requiring Pre-Registration" report.



## WORKSHOP SIGN-UPS: Brighton Campus Only



- Some workshops at the Brighton Campus require guests to sign-up, as spots are limited.
- Pre-registrants can sign up for 4 workshops in advance on the Registration Form!
- Review the 1-page "Brighton Workshops Requiring Pre-Registration" report
- Note: If you change your Workshops the day of event, please go to the Workshop Table

## REGISTRATION CHECK-IN:

ALL guests check-in the morning of the event

- ◆ Brighton Campus: 8:00am-9:30am, Terrace Lounge
- ◆ Damon Campus: 8:00am-9:00am, Rm 4013
- Pick up your Registration Folder, Name Badge, Goodie Bag and T-Shirt!
- Review the Schedule of Events for workshops and activities.
- Finalize "Your Schedule Summary"
- Get your tickets for lunch
- Then, go enjoy breakfast!

## BREAKFAST:



A FREE Continental Breakfast is provided for all guests and guardians

- ◆ Brighton Campus: 8:00am-9:30am, Brighton Rm. *Thank Aramark for Sponsoring!*
- ◆ Damon Campus: 8:00am-9:00am, Rm 4013

## SCHOOL SUPPLIES DRIVE TO BENEFIT HILLSIDE CHILDREN'S FOUNDATION



- Have fun at the event and give back to the community!
- Guests are asked to donate a school supply the morning of the event
- We will have donation boxes at Registration
- *Thank you in advance for your donation!*

## LUNCH:



- ◆ Brighton Campus: 11:30-1:00pm, Monroe A & B
- ◆ Damon Campus: 12:00-1:00pm, Rm 4013
- Menu: Assorted Pizzas, Salad, Drinks and Desserts
- Tickets and \$\$ collected at Registration
- Guests FREE/Adults \$3.50.
- Relax, socialize and enjoy viewing a presentation of last year's event!
- *Thank Brighton & Damon Campus Centers for Sponsoring!*

## CENTRAL CENTER OF COMMAND: OPEN ALL DAY!

- ◆ Brighton Campus: Terrace Lounge
- ◆ Damon Campus: Rm 4013
- ✦ First Aid & Safety provided by trained CERT staff
- ✦ Van Questions for PSTF Workshops
- ✦ General Questions
- ✦ Tour Guides at Brighton - Must pre-register on Registration Form
- ✦ Tour Guides at Damon - children under age 12 will automatically be escorted to workshops
- ✦ Group Photo Pickup
- ✦ FREE Digital Camera and Mp3 Drawings
- ✦ Please turn in evaluations by 4:00pm. *Thank you!*
- ✦ Volunteer and Presenter Check-In - all volunteers check-in.

## TOUR GUIDES AT BRIGHTON:

- ✦ Unable to escort your guest to a workshop? Tour Guides are available throughout the day, but are **limited** and are for ages under 12 only.
- ✦ Please state if your guest needs a guide on the Registration Form (*Brighton only*).
- ✦ Guardians are responsible for dropping off their guests at the Central Center of Command in order to be escorted to and from activities.
- ✦ Guardians must sign-in and sign-out guests.
- ✦ *Damon: children under age 12 will automatically be escorted to workshops by a staff member*

## PHOTOS:

- ◆ Group Photos taken at both campuses - Join in!
  - ◆ Brighton Campus: 12:00, Atrium
    - ◆ Copies of photos can be picked up at 3:30pm in the Terrace Lounge.
  - ◆ Damon Campus: 12:45, Rm 4013
    - ◆ Copies of photos can be picked up during 3:00-4:00 Wrap-up
- ✦ Photos of guests participating in activities will also be taken throughout the day.
- ✦ Photos will be posted at <http://web.monroecc.edu/AAWCC> for your convenience.
- ✦ Please complete the Publicity Release form in order to be included in photos.

## FREE DIGITAL CAMERA AND MP3 DRAWINGS



- ✦ Pre-Registrants are automatically entered in drawings!
  - ◆ Brighton Campus Drawing: 3:30, Terrace Lounge
  - ◆ Damon Campus Drawing: 3:00-4:00, during Wrap-up
- ✦ *Thank Pepsi for donating the Digital Camera!*
- ✦ *Thank LiDestri Foods for donating the Mp3 Player!*

## GUARDIAN & GUEST EVALUATIONS



- ✦ Please return to Central Center of Command by 4:00pm. *Thank you!*

## RETURN REGISTRATION FORM & PUBLICITY RELEASE BY APRIL 20<sup>th</sup> TO:

Brighton Campus:	Marie Gibson, Instructional Technologies	Bldg 3 Rm 150
Damon Campus:	Vilma Morrow, Student Services - DCC	DCC, Rm 5229



**MONROE COMMUNITY COLLEGE  
TAKE OUR DAUGHTERS AND SONS TO WORK DAY  
THURSDAY, APRIL 26, 2007**

**REGISTRATION FORM**

<b>LOCATION:</b> BRIGHTON CAMPUS _____	DAMON CAMPUS _____
<b>FREE Breakfast:</b> # of: Adults _____	Kids _____
<b>Lunch:</b> # of: Adults (\$3.50): _____	Kids (FREE) _____

Lunch \$\$ collected at Registration and pick up your Lunch Tickets at Registration. Please just list # attending on this form©

**Guardian for the day (required). List MCC employee responsible for guest(s):**

First Name	Last Name	Department	Ext.
_____	_____	_____	_____

Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

Please list the full name, age, and T-shirt size of your guest(s). Pre-register for Brighton workshops, which require sign-up to due to limited spots, in Workshop 1-4 areas: **List Workshop Name & Time** and check  whether your guest needs a Tour Guide to and from that workshop (if under age 12). Damon participants only need to complete the Name, Age, T-shirt Size, and Special Needs fields.

**Guest1: First & Last Name**

**Age**

**T-Shirt Size** (circle one)

\_\_\_\_\_

\_\_\_\_\_

Yth Lg	Adult Small	Adult Med
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Special Needs?: \_\_\_\_\_

**Brighton Campus Workshop Pre-Registration:**

Check  box below if guest needs a Tour Guide:

Workshop 1: \_\_\_\_\_

Workshop 2: \_\_\_\_\_

Workshop 3: \_\_\_\_\_

Workshop 4: \_\_\_\_\_

If your guest needs to be escorted to a workshop which does NOT require sign-up, please list them below:

\_\_\_\_\_

**Guest2: First & Last Name**

**Age**

**T-Shirt Size** (circle one)

\_\_\_\_\_

\_\_\_\_\_

Yth Lg	Adult Small	Adult Med
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Special Needs?: \_\_\_\_\_

**Brighton Campus Workshop Pre-Registration:**

Check  box below if guest needs a Tour Guide:

Workshop 1: \_\_\_\_\_

Workshop 2: \_\_\_\_\_

Workshop 3: \_\_\_\_\_

Workshop 4: \_\_\_\_\_

If your guest needs to be escorted to a workshop which does NOT require sign-up, please list them below:

\_\_\_\_\_

Registration Form (cont.)

**Guest3: First & Last Name**

**Age**

**T-Shirt Size** (circle one)

Yth Lg	Adult Small	Adult Med
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Special Needs?: \_\_\_\_\_

**Brighton Campus Workshop Pre-Registration:**

Check  box below if guest needs a Tour Guide:

Workshop 1: \_\_\_\_\_

Workshop 2: \_\_\_\_\_

Workshop 3: \_\_\_\_\_

Workshop 4: \_\_\_\_\_

If your guest needs to be escorted to a workshop which does NOT require sign-up, please list them below:

\_\_\_\_\_

**Guest4: First & Last Name**

**Age**

**T-Shirt Size** (circle one)

Yth Lg	Adult Small	Adult Med
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Special Needs?: \_\_\_\_\_

**Brighton Campus Workshop Pre-Registration:**

Check  box below if guest needs a Tour Guide:

Workshop 1: \_\_\_\_\_

Workshop 2: \_\_\_\_\_

Workshop 3: \_\_\_\_\_

Workshop 4: \_\_\_\_\_

If your guest needs to be escorted to a workshop which does NOT require sign-up, please list them below:

\_\_\_\_\_

**Guest5: First & Last Name**

**Age**

**T-Shirt Size** (circle one)

Yth Lg	Adult Small	Adult Med
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Special Needs?: \_\_\_\_\_

**Brighton Campus Workshop Pre-Registration:**

Check  box below if guest needs a Tour Guide:

Workshop 1: \_\_\_\_\_

Workshop 2: \_\_\_\_\_

Workshop 3: \_\_\_\_\_

Workshop 4: \_\_\_\_\_

If your guest needs to be escorted to a workshop which does NOT require sign-up, please list them below:

\_\_\_\_\_

**RETURN REGISTRATION FORM & PUBLICITY RELEASE BY APRIL 20<sup>th</sup> TO:**

Brighton Campus:

Marie Gibson, Instructional Technologies

Bldg 3 Rm 150

Damon Campus:

Vilma Morrow, Student Services - DCC

DCC, Rm 5229

*Enjoy the Event!*



Monroe Community College
Take Our Daughters and Sons to Work Day
PUBLICITY RELEASE

I, (print name) \_\_\_\_\_, hereby grant Monroe Community College unlimited rights and usage of my and my guest's name and/or image for any necessary College purpose. Should I (or a designated person on my behalf) not want publicity of my image in the future, I (or the designated person on my behalf) must contact the Public Affairs Department of Monroe Community College in writing of such intent.

Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Guest Names:

Guest 1 \_\_\_\_\_
Guest 2 \_\_\_\_\_
Guest 3 \_\_\_\_\_
Guest 4 \_\_\_\_\_
Guest 5 \_\_\_\_\_

Guardian Contact Information:

Home Address: \_\_\_\_\_
Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_
E-mail: \_\_\_\_\_

\*\*\*\*\*

FOR OFFICE USE ONLY

Description of photo/individuals within photo:

(for purpose of identifying individuals in photo and correlating this release with the photo)

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

Date (month, date, year) of photo: Thursday, April 26, 2007

Name of photographer: \_\_\_\_\_

Monroe Community College

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