



MONROE COMMUNITY COLLEGE
TAKE OUR DAUGHTERS AND SONS TO WORK DAY
THURSDAY, APRIL 24, 2008

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)



THEME:

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

- ③ AAWCC, MCC Chapter
- ③ President Flynn
- ③ Academic Services Dept
- ③ Administrative Services Dept
- ③ Admissions Dept
- ③ Advising Dept
- ③ Campus Center - Brighton
- ③ Campus Center - Damon
- ③ Dental Hygiene Dept
- ③ DCC Executive Dean
- ③ Educational Technology Services Dept (ETS)
- ③ Health Services Dept
- ③ Interdisciplinary Programs Dept
- ③ Liberal Arts Dept
- ③ MCC Bookstore
- ③ Nursing Dept
- ③ Student Services Dept
- ③ 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 nd floor, outside of food court |
| ◆ Damon Campus | Room 4013 | 4 th 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

Note: Tear off the last 2 pages of this packet!
Return ONLY the Registration Form and Publicity Release. The rest is yours!



PRE-REGISTRATION: PRE-REGISTER BY APRIL 18TH

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!
- ✓ 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 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

LUNCH:



- ◆ Brighton Campus: 11:30-1:00pm, Monroe A & B
- ◆ Menu: Taco Bar, French Fries, Drinks and Desserts
- ◆ Damon Campus: 12:00-1:00pm, Rm 4013
- ◆ Menu: TBD
- ✓ 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
- ✓ 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
- ✓ 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 8-11 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
- ✓ Damon Campus: 12:45, TBD
- ✓ 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 \$ 25 BEST BUY GIFT CARD 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 LiDestri Foods for donating the gift cards*



GUARDIAN & GUEST EVALUATIONS

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

RETURN REGISTRATION FORM & PUBLICITY RELEASE BY APRIL 20th TO:

Brighton Campus:	Marie Gibson, Instructional Technologies	Bldg 3 Rm 150
Damon Campus:	Corrine Mulhall, DCC Student Services, Fifth Floor	



MONROE COMMUNITY COLLEGE
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THURSDAY, APRIL 24, 2008

REGISTRATION FORM

LOCATION: BRIGHTON CAMPUS _____ DAMON CAMPUS _____
FREE Breakfast: # of: Adults _____ Kids _____
Lunch: # 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)

Adult Small Adult Med Adult

Special Needs?: _____

Brighton Campus Workshop Pre-Registration:

Check ☐ box below if guest needs a Tour Guide:

Workshop 1: _____

⑥

Workshop 2: _____

⑥

Workshop 3: _____

⑥

Workshop 4: _____

⑥

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)

Adult Small Adult Med Adult

Special Needs?: _____

Brighton Campus Workshop Pre-Registration:

Check ☐ box below if guest needs a Tour Guide:

Workshop 1: _____

⑥

Workshop 2: _____

⑥

Workshop 3: _____

⑥

Workshop 4: _____

⑥

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

Guest3: First & Last Name

Age

T-Shirt Size (circle one)

Adult Small Adult Med Adult

Special Needs?: _____

Brighton Campus Workshop Pre-Registration: Check ☐ box below if guest needs a Tour Guide:

Workshop 1: _____ ⑥

Workshop 2: _____ ⑥

Workshop 3: _____ ⑥

Workshop 4: _____ ⑥

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)

Adult Small Adult Med

Special Needs?: _____

Brighton Campus Workshop Pre-Registration: Check ☐ box below if guest needs a Tour Guide:

Workshop 1: _____ ⑥

Workshop 2: _____ ⑥

Workshop 3: _____ ⑥

Workshop 4: _____ ⑥

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)

Adult Small Adult Med

Special Needs?: _____

Brighton Campus Workshop Pre-Registration: Check ☐ box below if guest needs a Tour Guide:

Workshop 1: _____ ⑥

Workshop 2: _____ ⑥

Workshop 3: _____ ⑥

Workshop 4: _____ ⑥

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 20th TO:

Brighton Campus: Marie Gibson, Instructional Technologies Bldg 3 Rm 150
 Damon Campus: Corinne Mulhall, DCC Student Services, Fifth Floor

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 24, 2008

Name of photographer: _____

M o n r o e C o m m u n i t y C o l l e g e

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