



MONROE COMMUNITY COLLEGE
 TAKE OUR DAUGHTERS AND SONS TO WORK DAY
 THURSDAY, APRIL 24, 2014

BRIGHTON CAMPUS
 REGISTRATION INFORMATIONAL SHEET

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!*

- 🌻 Academic Services/Provost Office
- 🌻 Administrative Services
- 🌻 AAWCC - MCC chapter
- 🌻 Colby's
- 🌻 Dental Office
- 🌻 ETS
- 🌻 Liberal Arts Division
- 🌻 Martial Arts of America
- 🌻 Mathematics Department
- 🌻 MCC Bookstore
- 🌻 Office of Student Life and Leadership Development
- 🌻 President Office
- 🌻 Sodexo
- 🌻 Student Services - Brighton
- 🌻 Volunteers and Presenters 😊



Monroe Community College
 STATE UNIVERSITY OF NEW YORK



NEW CHECK-IN LOCATION: ALL GUESTS CHECK IN DAY OF EVENT!
 MCC's Take Our Daughters and Sons to Work Day event is celebrated at:
COMMAND CENTER IS NOW Monroe B

RECOMMENDED AGES: 8-16 years of age

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



Return ONLY the Registration Form and Permission and Release form. The rest is yours!

REGISTRATION: REGISTER BY THURSDAY, APRIL 10, 2014

Guests should be registered in order to participate in the day's events.

- Register for ALL workshops in advance!
- Receive a FREE Goodie Bag!
- Complete the Registration Form and Permission Release Form and return (see next page)
- If your registration form is back by 4/10/2014, your name will be put in a drawing for a prize.

CHECK-IN ON THURSDAY, APRIL 24, 2014:

ALL guests check-in the morning of the event

- ◆ Brighton Campus: 8:00 am to 8:50 am, Monroe B
- Pick up your name badge and free Goodie Bag!
- Review your individualized schedule.
- Get your tickets for lunch
- Then, go enjoy breakfast!

BREAKFAST:

A FREE Continental Breakfast is provided for all guests and guardians.

New location for Breakfast!

- ◆ Brighton Campus: 8:00 am - 8:50 am, **Monroe A.**
- ◆ *Thank the Office of Student Life and Leadership Development and Sodexo for sponsoring breakfast!*

PHOTOS:

- ◆ Group photos taken at **noon** in the Bausch and Lomb Lobby - Join in!
- Photos of guests participating in activities will also be taken throughout the day.
- Photos will be posted at a website TBA at a later date.
- Please complete the Publicity Release form in order to be included in photos.

LUNCH:

- ◆ Brighton Campus: 12:10 - 1:00 pm, Monroe A
- Tickets and \$\$\$ collected at Registration
- Guests FREE/Adults \$5.00.
- Relax, socialize and enjoy
- *Thank the Office of Student Life and Leadership Development for sponsoring lunch!*
- **PLEASE ARRIVE PROMPTLY, LUNCH ENDS AT 12:45 PM.**

CENTRAL COMMAND CENTER: OPEN ALL DAY! INSIDE MONROE B

- General Questions
- Tour Guides at Brighton - Must pre-register on Registration Form
- Volunteer and Presenter Check-In - all volunteers check-in.

TOUR GUIDES:

- 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.
- 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 BE PRESENT AT PICK UP OR DROP OFF.**



DRAWINGS

- ✦ Guest who register by Thursday April 10 are automatically entered in a drawing but there will be opportunities to participate in extra drawings!
 - ◆ Drawings for prizes to start at 2:45 pm in Monroe A
 - ◆ Winner (s) **MUST** BE present at time of drawing(s).



GUARDIAN & GUEST EVALUATIONS

- ✦ Guardian and Guest evaluations will be done via "SurveyMonkey®" after the event. *Thank you!*

RETURN REGISTRATION FORM & PERMISSION RELEASE FORM BY Thursday 4/10

TO: Brighton Campus Brigitte Martineau, Mathematics Department Bldg 8, Room 514



**MONROE COMMUNITY COLLEGE
TAKE OUR DAUGHTERS AND SONS TO WORK DAY
THURSDAY, APRIL 24, 2014**

REGISTRATION FORM

<p>LOCATION: BRIGHTON CAMPUS _____</p> <p>FREE Breakfast: # of: Adults _____ Kids _____</p> <p>Lunch: # of: Adults (\$5.00): _____ Kids (FREE) _____</p> <p>Lunch \$\$\$ collected at Registration and pick up your Lunch Tickets at Registration. Please just list # attending on this form Money will only be handled the day of the event.</p>
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Guardian for the day (required). List MCC employee responsible for guest(s):

First Name	Last Name	Department	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Guardian's Signature

Date

THIS YEAR: In the event that one workshop doesn't meet minimum number of attendees, the workshop will be cancelled a few days before the event and you will be notified. Your child will be given his/her second choice if available. **FIRST COME - FIRST SERVE** ©. Your child is always welcome to join you in your office at any time.

NOTE: There is a common session for all attendees from 9:00 am to 9:50 am. No need to register.

Guest 1: First & Last Name

Age

<input type="text"/>	<input type="text"/>
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Special Needs?: _____

Check box below if your child needs an adult to accompany him/her to and from the workshop:

Common sessions at 9:00 am and at 10:00 am

Workshop 1 - 11:00 to 11:50:	Option 1: _____	<input type="checkbox"/>
	Option 2: _____	
Workshop 2 - 1:00 to 1:50:	Option 1: _____	<input type="checkbox"/>
	Option 2: _____	
Workshop 3 - 2:00 to 2:50:	Option 1: _____	<input type="checkbox"/>
	Option 2: _____	

Guest 2: First & Last Name

Age

Special Needs?: _____

Check box below if your child needs an adult to accompany him/her to and from the workshop:

Common sessions at 9:00 am and at 10:00 am

Workshop 1 - 11:00 to 11:50: Option 1: _____

Option 2: _____

Workshop 2 - 1:00 to 1:50: Option 1: _____

Option 2: _____

Workshop 3 - 2:00 to 2:50: Option 1: _____

Option 2: _____

Guest 3: First & Last Name

Age

Special Needs?: _____

Check box below if your child needs an adult to accompany him/her to and from the workshop:

Common sessions at 9:00 am and at 10:00 am

Workshop 1 - 11:00 to 11:50: Option 1: _____

Option 2: _____

Workshop 2 - 1:00 to 1:50: Option 1: _____

Option 2: _____

Workshop 3 - 2:00 to 2:50: Option 1: _____

Option 2: _____

Guest 4: First & Last Name

Age

Special Needs?: _____

Check box below if your child needs an adult to accompany him/her to and from the workshop:

Common sessions at 9:00 am and at 10:00 am

Workshop 1 - 11:00 to 11:50: Option 1: _____

Option 2: _____

Workshop 2 - 1:00 to 1:50: Option 1: _____

Option 2: _____

Workshop 3 - 2:00 to 2:50: Option 1: _____

Option 2: _____

RETURN REGISTRATION FORM & PERMISSION RELEASE FORM BY Thursday 4/10

TO: Brighton Campus: Brigitte Martineau, Mathematics Department Bldg 8 Room 514

Enjoy the Event!



Take Our Daughters and Sons to Work Day
Permission form and Release

I, (print name) _____, hereby give permission for the child(ren) listed below to participate in Take our Daughters and Sons to Work Day(TODASTWD).

That permission includes permission to participate in supervised physical activities.

I 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 these images 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.

Parent/Guardian's Signature

Date

Guest Names:

Guest 1 _____

List any food allergies. _____

Guest 2 _____

List any food allergies. _____

Guest 3 _____

List any food allergies. _____

Guardian Contact Information:

Home Address: _____

Home Phone: _____ Cell Phone: _____

E-mail: _____

Where will you be during TODASTWD? What is the best way to reach you?

Emergency Contact Number in case you can't be reached: _____

In case the Guardian is unavailable list the name (s) of two other people your child can be released to:

1. _____

2. _____

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, 2014

Name of photographer: _____