

Planning Document
CAREER CAFE



| Planning Phase | Action | Completion Date | Who's Responsible | Steps Needed to Accomplish Action Item | Resources |
|---------------------------------------|--|-----------------|-------------------|--|---------------------------------|
| RESEARCH | | | | | |
| Research | Get demographic information about the students that you are working with | | | | School district |
| Research | Get graduation and school enrollment rates for the school district | | | | School district |
| Research | Find data and research to inform your decisions. Ex. Peer reviewed studies, journal articles, etc. | | | | Scholar.google.com |
| Research | Get information on employment rates and job markets | | | | U.S. Bureau of Labor Statistics |
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| SCHOOL/ COMMUNITY COLLABORATION | | | | | |
| Collaboration | Introduce concept to decision makers and get necessary permissions | | | | |
| Collaboration | Identify primary contacts at site for planning | | | | |
| Collaboration | Secure an on-site space | | | | |

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|------------------------|---|-----------------|-------------------|---|--|
| Collaboration | Identify regular time | | | | |
| Collaboration | Identify funding sources for lunches or work with cafeteria | | | | |
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| PREPARATION | | | | | |
| Preparation | Develop materials including signage, sign-up sheets, information sheets | | | | |
| Preparation | Identify student needs and interests | | | | O*NET Interest Profiler; Career Tech Student Interest Survey |
| Preparation | Identify target careers and possible speakers | | | | www.iseek.org/careers/clusters |
| Preparation | Make contact with identified speakers | | | | |
| Preparation | Provide orientation for volunteers | | | | |
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| PLANNING A CAREER CAFÉ | | | | | |

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|-----------------------------|--|-----------------|-------------------|---|-----------|
| CAREER CAFÉ | Confirm date, time, and space with site | | | | |
| CAREER CAFÉ | Contact potential speaker(s) and get commitment | | | | |
| CAREER CAFÉ | Make flyers and distribute, hang posters | | | | |
| CAREER CAFÉ | Write and make announcements | | | | |
| CAREER CAFÉ | Set due date and collect sign up forms | | | | |
| CAREER CAFÉ | Order food | | | | |
| CAREER CAFÉ | Send reminder email with info sheet to speakers with site & speaker info | | | | |
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| EVALUATION AND APPRECIATION | | | | | |
| EVALUATION | Evaluate student attitudes and knowledge | | | | |
| EVALUATION | Evaluate planning and execution process | | | | |
| APPRECIATION | Send thank you email to speaker or call | | | | |
| APPRECIATION | Have students write thank you notes | | | | |
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