

**Prior to the Event**

We recommend that you talk to your child in advance about Inspire a Child to Dream Day. Find out what they want to learn about your career and what they're looking forward to the most from coming to work with you. Review the breakout sessions offered for Inspire a Child to Dream Day with your child and prepare them for what they may see and learn in each session.

New experiences can be intimidating to a child, so share some details about your role and the department that you work in to prepare them if you plan to spend the afternoon in your office. Tell them the names of some of your colleagues and describe what each person does so that they can understand the different roles within your department and how they all contribute to Drexel.

If you haven't already done so, we encourage you to talk to your child about their career interests. What does he/she want to be when they grow up? What kind of career do they imagine themselves having?

**On the Day of the Event**

Registration begins at 8 a.m. Your child will receive their t-shirt and their group assignment at registration. All participants must wear their t-shirt and remain with their group throughout the event. You may sign your child out starting at 12 p.m.

Please understand that we want every child to have an amazing experience at Drexel. If your child's behavior is disruptive and/or dangerous, you will be contacted to pick up your child prior to the end of the program.

**Prepare Your Colleagues Prior to the Event**

As a suggestion, talk to your manager and colleagues ahead of time and let them know that you are bringing your child to participate in Inspire a Child to Dream Day. If your coworkers have interesting projects, ask if you can schedule time for your child to job shadow them. If your colleagues are bringing their child to Inspire a Child to Dream Day collaborate with them to plan activities for your children if they are in the office.

**Planning Activities for the Afternoon**

If you decide not to attend the ANS trip, we encourage you to think about activities that you can plan for your child after you pick them up from the event. Create activities based on their interests and what your child informed you that he/she would like to see and do in your office that day.

Take extra measures to make the afternoon fun and exciting. Try to make your activities as interesting and interactive as possible. Young children, for example, can be provided with paper and crayons to keep them busy in between visits to your supervisor and colleagues. Watering office plants, arranging pens and pencils, or general "housekeeping" around your work space can make your child feel like they have contributed to the office atmosphere.

**Ask For Feedback**

After Inspire a Child to Dream Day we suggest that you ask your child for feedback regarding their experience in the program. Ask them what they learned in their breakout sessions and what they enjoyed. Also ask them if they learned anything new about your job or your role at Drexel. Please share your feedback with us by completing the survey that will be emailed to you following the event.

## Sample Activities When Your Child Goes to Your Office

Here are a few activities that you can plan in advance to engage your child in your office after you pick them up from the event.

### Hands-on Practice

In order for your child to get an idea of your role at Drexel, carve out some time for them to engage in your actual work for the day. Plan a hands-on activity that relates to your job task and allow your child to get in on the action. Focus on activities that are suitable and safe for your child's age. Even if you work in a traditional office setting, you can introduce your child to your daily tasks. For example, have your child assist you with email responses or phone messages. Be sure to explain the importance of producing a quality response and see what they come up with.

### Vision Board

Vision boards are a great way to help your child set personal goals and envision their future. Vision boards are a personal collection of individual goals created by pasting images and words on a poster board. The images can be magazine photos, personal photos or hand-drawn pictures and sketches.

To make a vision board you'll need magazines, pens and markers, scissors, glue and a large piece of poster board. Before your child sets out to create their vision board, brainstorm with them to identify their goals. You could take the vision board home and place it in an area where your child will see it on a daily basis to be reminded of their goals. Return to the vision board often so that you can encourage your child to complete their goals.

### Office Scavenger Hunt

Children enjoy searching for items. It gives them a sense of accomplishment and also encourages friendly competition and teamwork. Plan an office scavenger hunt for your child by putting together a list of items that you'd commonly find in an office. Have your child check off each item after they've located them in the office. If your colleagues have children visiting the office split the children into teams and make it a friendly competition. A list of items could include:

1. Stapler with someone's initials on it
2. Pink paper clip
3. Photo with children in it
4. Blue, green or yellow rubber band
5. Desk calendar
6. Yellow highlighter
7. Calculator
8. Post-it notes still in plastic wrapper
9. Tape dispenser
10. Office snacks
11. Mouse pad with at least 2 different colors on it
12. Blue chair
13. Coffee mug
14. Red scissors
15. Real plant