



2018 Educator Guide

Thank you for playing a key role in the success of this valuable career exploration program for your students and more than 12,000 other 8th graders throughout the RVA region. *Mission Tomorrow* will be held October 18-19, 2018, at Richmond Raceway (RR). Your school district will provide you with a schedule for the day and time of your school's visit to RR. Most students will spend 1 hour and 15 minutes in the exhibits, and will be at the Raceway for a total of about 1 hour and 45 minutes including loading and unloading of buses and a welcome briefing.

The most current version of this guide is available [here](#), and it and other pertinent forms are available on the *Mission Tomorrow* website, MissionTomorrowRVA.com, under the Educators tab. This guide provides an overview of the event, suggestions on what you should do, and could do, in advance of the event, what you need to bring to the event, a description of what will happen at the event, and a summary of the follow-up planned after the event.

I. Overview

The overall purpose of the event is for students to be exposed to a wide range of careers that are available in the Richmond region and to start thinking about educational pathways that lead to careers that may interest them. We will do this through interactive exhibits that will attract the students' attention. We also want the students to have conversations with the exhibitors about the wide range of careers that are available within a particular field. Then, we want students to participate in a brief post-event survey about what they've seen, the results of which will be provided to your school, to help inform the students' career pathway planning. The survey may be completed in class, as homework, or on a student's own time. As incentive for the students to complete the survey, we will award iPads and Kings Dominion tickets randomly to some students who complete the survey. In addition, the school with the highest qualifying survey rate will be eligible to win a free eighth grade field trip to Kings Dominion for a spring 2019 [Education Day](#).

If your students must eat lunch at RR, we will provide space for about 20 minutes before the event for them to eat lunch. Your school system must notify us in advance if your school will eat at the Raceway. Lunches and beverages will not be provided by *Mission Tomorrow*; providing lunches to be eaten at RR will be left to students and/or the school system, as determined by the school system. Most schools have elected to eat lunch at the school before or after the event. Details about lunch at RR will be communicated to you by your school division. Water will be available at various locations for all students, whether or not they are eating lunch at RR.

Exhibitors at the event will be organized so that similar types of careers are located in the same area. We will allocate all the exhibitors to one of five zones. The current allocation of exhibitors to zones is shown in the Exhibitor Locations document. Students will spend about 15 minutes in each zone, during which they may visit any of the exhibits within that zone. At the end of that time period, they will move to the next zone and will not return to a previous zone.

II. Resources for the Event

The most current version of all resources are available by clicking on the links below and throughout this document or on the MissionTomorrowRVA.com website, under the Educators tab.

- [Educator Resources](#) (one page)
- [Instructions for Teachers To Give to Students About How Mission Tomorrow Will Run](#)
- [Exhibitor Map](#)
- [Video for Students About How To Approach Exhibitors](#) (two minutes)
- [Suggested questions for students to ask at the event](#)
- [Bus Map](#)
- [Pre-Event Letter for parents](#)
- [Student Career Interests Worksheet](#)
- [Post-event letter for parents](#)
- [Explanation of Kings Dominion Career Education Day](#) Experience and Drawing
- [Social Media Engagement Plan for Schools](#) (2017 version)

III. Things To Do Before the Event

1. Review this Educator Guide to get a feel for the event. A one-page [Educator Resources](#) document is also available.
2. Show students the short [video](#) prepared by Henrico schools about how students should engage at the event.
3. (Optional) Use these Kahoot and Quizlet apps to reinforce the concept of career clusters:
 - a. Kahoot
 - i. <https://bit.ly/2LAAcuT>
 - ii. <https://bit.ly/2mSE4sD>
 - b. Quizlet

- i. <https://bit.ly/2vg2Vug>
 - ii. <https://bit.ly/2vgVgf2>
4. (Optional) Discuss the idea of selecting a career based on a student's likes and strengths. Use the accompanying [Student Career Interests Worksheet](#) to help a student focus on his/her strengths.
 5. (Optional) Have students review the Exhibitor Locations document to see the zone in which the exhibitors they're interested in will be located. Specific booth locations will be available at the event.
 6. (Optional) Great career resources to share with students:
 - a. Interest Inventory: <http://www.jamyway.org/>
 - b. Career Coach: <https://jtcc.emsicc.com/>
 - c. Career Guide: http://virginialmi.com/content/pdfs/exploring_future_2011.pdf
 - d. Virginia Wizard (career planning tool): vawizard.org
 - e. Invest in What's Next (career planning tool): investinwhatsnext.org
 - f. Career and Technical Planning Resources: cteresource.org
 7. Obtain permission slips for all students attending the event (on forms supplied by the school system)
 8. Bring list of any students whose parents/guardians have not consented to the students being photographed.
 9. In advance of the event, go over with students how the event will run, using the one-page outline [link] of the event. You should cover this at your school or during transit to the Raceway.

IV. Transportation

The time for your school to attend the event has been selected in conjunction with your school system. You do not need to do anything to register students for the event. Transportation will be provided by your school system, and the timing of the bus transportation will be controlled and communicated to you by them.

Buses will enter RR at the Service Gate and be greeted there by a *Mission Tomorrow* volunteer, who will direct them to drop students at the designated drop off point. See [Bus Map](#). Drivers should provide a name and cell phone number to the lead teacher/chaperone accompanying the students so they can communicate at the time for departure from the Raceway.

If the students are eating lunch at RR, the bus will be directed to the Lunch Drop-Off point, following the green arrows on the [Bus Map](#). Students will eat lunch before going through the exhibits, after getting off the bus at the lunch drop-off area. Weather-permitting, you should plan to distribute lunches to students as students get off the bus in the parking lot, so students can carry their own lunches with

them to the eating area. At the end of the specified lunch period, students should dispose of their own trash, and will be directed to the entrance to the exhibit area.

After unloading students, buses will then be parked in the designated bus parking area. Each school will have a designated parking lane. A *Mission Tomorrow* volunteer will ride with the front bus driver from your school to the designated parking lane. Other buses from the same school should follow the first bus and park behind one another in a straight line, generally lined up on the parking space lines. Drivers should remain in the area of their buses, and be ready to leave RR at the time the school's students exit the exhibits. Students will walk from the exhibit exit to the location where the buses are parked. Buses will then depart through the main gate of RR.

V. At the Event

Once a bus reaches the student drop-off point, students and teachers/chaperones should disembark and be directed to an area for a brief, welcoming address. Students will receive a welcome briefing and a few basic ideas about things that are important in preparing for a career. Please note that, this year, this briefing will not cover the logistics of the event; instead, you are supposed to cover that information in advance of getting to the event. An outline of the event that you can use for providing that information to students is included [here](#). In most cases, your entire school will disembark and progress through the exhibits together. For small and medium size schools, you may also have students from another school moving through with you. Generally, you will have a group of approximately 400 students moving on the same schedule as your students. All students and teachers/chaperones traveling in the same group will receive a lei with the same color to help designate the group. Your group also will have *Mission Tomorrow* volunteers assigned to it, who will help you with directing students through the zones. Additional volunteers also will be present in each zone. All volunteers should be wearing similarly colored event T-shirts, so be sure to ask them if you need assistance.

At the welcome briefing, please make a *Mission Tomorrow* volunteer aware of any students who should not be photographed. We will provide them with brightly colored stickers to indicate that status.

At the welcome briefing, students will be provided a [list of suggested questions](#) they can use to help them engage with exhibitors. A [map of the zones](#) and current exhibitor zone assignments will also be provided. After the welcome briefing, students will enter the first of five zones. In most cases, students will have 15 minutes to engage in any of the activities/booths within each zone. The volunteer accompanying your group will know the exact schedule for moving your group to the next zone. Announcements will be made throughout the venue indicating it's time to move to the next zone. At the end of the 15 minutes, the volunteers and teacher/chaperones will gather all the students with the same colored leis and move them to the next zone. Once you have completed a zone, you cannot go back to a prior zone.

The career clusters will be organized in the various zones as follows:

ZONE 1	Arts, Audio/Video Technology & Communications Hospitality & Tourism Manufacturing
ZONE 2	Architecture & Construction
ZONE 3	Business Management & Administration Education & Training Finance Human Services Marketing Transportation, Distribution & Logistics
ZONE 4	Health Science Information Technology Science, Technology, Engineering & Math
ZONE 5	Agriculture, Food & Natural Resources Government & Public Administration Law, Public Safety, Corrections & Security

Rest rooms and water stations will be available at the transition points between some of the zones. A first-aid station and information desk will also be situated near the front door of the front lobby.

VI. End of Event

After exiting the last zone, students will be directed to a final gathering area and then to the location of their school buses.

VII. After the Event

The materials provided to students at the event will include the website where they can complete the post-event survey. The results will be provided to your school to assist with the students' career planning. All students who complete the survey will be eligible for a drawing for iPads. In addition, 2 students from each school will win free tickets to Kings Dominion. Finally, the school with the highest qualifying survey return rate will be eligible to win an eighth grade field trip to Kings Dominion for a spring [Education Day](#).

We have also asked your Superintendent or other school system official to send an [email to parents and students](#) after the event is over. The point of the email is to stimulate discussion between students and parents/guardians about careers.

Please take the opportunity to work discussion of this event and the post-event survey and resources into your curriculum following the event.

- (Optional) Additional resources for students:
 - a. Interest Inventory: <http://www.jamyway.org/>
 - b. Career Coach: <https://jtcc.emsicc.com>
 - c. Career Guide: http://virginialmi.com/content/pdfs/exploring_future_2011.pdf
 - d. Virginia Wizard (career planning tool): vawizard.org
 - e. Invest in What's Next (career planning tool): investinwhatsnext.org
 - f. Career and Technical Planning Resources: cteresource.org