



"PROMOTING THE CONSTRUCTION INDUSTRY TO AMERICA'S YOUTH"

Construction Career Days – October 4 & 5, 2011 – Adams County Fairgrounds

HANDS-ON ACTIVITY DESCRIPTION AND REGISTRATION

Form must be Completed and Returned by September 19, 2011

Fax to 303-388-0936 or email to cccdcoordinator@agccolorado.org

Download Volunteer & Activity Registration form at <http://www.coloradoconstructioncareerdays.com/volunteer.html>

*ACTIVITIES MUST BE A "HANDS ON" EXPERIENCE !!!

Expectations of Activities

- Set up is on October 3, 2011, any time between 7:00 am and 4:00 pm unless other arrangement made.
- Exhibit must remain for both days, October 4 & 5, 2011, with sufficient staffing to carry out the Activity from 8:00 am – 12:30 pm.
- Sufficient materials must be available for all participants at the Activity.
- Student numbers:
 - We plan for groups of about 10-12 students, but you will see *smaller* and *larger* groups. The educator or chaperone will also often participate in the Activity.
 - Total numbers of students you'll see depends upon the number attending and the number of Activities registered. You will see a maximum of 13 groups of students per day for each Activity.
 - Plan Activity materials for a *minimum* of 150 students each day for each Activity.
 - Schedules are created and distributed with the goal of having activities busy throughout the event, but your Activity may not see student groups during every 15-minute period.
 - You may register to have one large activity that can handle up to six groups of students at a time. You must adequately staff the Activity and provide sufficient materials.
- Your Activity will be assigned a location in either the Equipment or Skills area based on both the needs of the Activity and the needs of the overall plan.
- Staffing for your Activity:
 - Register the personnel manning the Activity as volunteers—see the Volunteer section of the website for online registration or to download the form.
 - Volunteers, including Activity set-up volunteers, must check in at the registration desk upon arrival to sign the liability form and for directions to your Activity's location.
- Each Activity is limited to 15 minutes. *Contact us if you need help creating an interactive, interesting, and informative activity for the students.*
- One table and two chairs will be provided.
- Breakfast and lunch will be provided on all three days.
- Take down your Activity at the completion of the event, between 12:30 and 4:00 pm October 5, 2011.
- **No handouts** are to be distributed at the Activity. You may give out a business card or provide a sign-up sheet at the Activity for students requesting additional information. Exceptions to this requirement **must** have prior approval.
- Inform us of any special needs the Activity will require, i.e., electricity, materials, water, etc.
- Activities must conform to OSHA and Industry standard best safety practices. *Contact us if you need help understanding how these requirements affect your Activity in the Career Days context.*

Fill out the form on the next page and fax it to 303-388-0936 or email to cccdcoordinator@agccolorado.org. Call 303-388-2422 with questions.

Keep this page for reference.



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Company/Organization _____

Address _____ City & Zip _____

Name of Contact Person _____ Phone _____

Email _____ Mobile _____

Name of the Activity _____

Describe the overall Activity and what the students will be doing at the Activity:

• Will you need power for the activity? ____ Yes ____ No
○ For which elements of the activity (Tools, Audio Visuals, Computer)? _____

• Where does the Activity need to be set up? ____ Inside ____ Outside ____ Either

• What size space is needed? (The standard size is approximately 15 x 20) _____

• What Trade or Career area will be emphasized? _____

• What are the Safety Hazards involved and what precautions are being taken to avoid the hazards? (Add an additional sheet if needed): _____

• Is there an excessive amount of noise involved in the Activity? ____ Yes ____ No
○ If so, describe: _____

• List all Personal Protective Equipment or safety equipment you will be using. Hardhats, vests, ear protection, and safety glasses will be provided. (Add an additional sheet if needed.)

****The CCD Committee reserves the right to refuse Activities that are not participatory, whose requirements the facility can't meet, or that are inappropriate to the event.***