



2020 TEACHER SYMPOSIUM PREP CHECKLIST

EVENT VALUE MESSAGING

- We don't want to discourage students/teachers to register and we also want students & teachers to understand the value of this event.
- *Mi Futuro* team & community sponsors provide hundreds of hours and resources to provide this to you & students.
- The average cost per attendee ~\$150. Sponsorships, grants, & in-kind provisions are made to maintain a no-cost admittance. This is intentional to advocate equal access of opportunity introduced at the event.
- Consistent, *full-day attendance* is your part to convey to sponsors that this is valuable to you and to encourage them to continue to provide this as a local resource.
- ***Please give this the priority you would if you were to attend an all-day event that required admission payment & long distance travel.***

MANAGE ACCESS BIAS

- Be intentional to invite students that you don't consider to be on the traditional healthcare career pathway.
- Healthcare is the largest employer in Sonoma County & often is in most counties. Healthcare industry offers economic empowerment that we want to be accessible to a diverse group of students.
- Kaiser organization, alone, has over 10,000 job classifications. This means that the healthcare industry is not just "doctors & nurses". Healthcare has all kinds of employment: engineers, statisticians, housekeeping, administrative, etc.

MENTAL HEALTH PROMOTION

- Along with healthcare careers, *Mi Futuro* also promotes Mental Health wellness. *This applies to diverse people.* Please invite students you believe would benefit from Mental Health promotion.
- *Remember, individuals with Adverse Childhood Experience score >6 are predicted to have a life expectancy decrease of ~20 years and are at increased risk of developing 40 chronic conditions in adulthood.* This is in result of experiencing toxic stress physiology while their bodies are developing. *Mi Futuro* introduces ACE Protective Factors that decreases or eliminates these consequences.
- *Please consider that Mi Futuro is also intending to foster a long & good life to youth attendees, regardless of career interest.*



2020 TEACHER SYMPOSIUM PREP CHECKLIST

TRANSPORTATION

- Reserve your transportation early Fall semester to support your transportation office to staff appropriately on event day.
- Mi Futuro does not provide transportation costs to schools. We do strive to support you by providing a local professional level conference at no admission cost.
- *Approach your district administration to obtain CTE funding for this healthcare & career experience available to you & your students.*
- ***Schedule your bus for a “drop-off & pick-up”. There is no long-term bus parking. This will also be less expensive for your district funding.***

REGISTRATION KEY DATES: 10/1, 11/20, 12/13.

- Registration Coordinator: Daisy Cardenas. Contact her at mifuturonorcal@gmail.com.
- Registration opens **10/1st**. Registration closes at 400 registered attendees, includes teachers & students. First-come. First-served.
- In response to teachers feedback: registration opened one month earlier this year, student registration form includes acknowledgement to submit Permission Slip & Photo Consent to you within 2 weeks of registration, and a drop date is implemented (**Nov 20th**).
- Daisy will have final rosters to you **12/13** before the Winter break.

REGISTRATION-ATTENDANCE SHEET

- On event day, print & bring your Registration-Attendance spreadsheet emailed to you by the Registration Coordinator after registration is closed.
- Before event arrival: check off all students in attendance AND IF Photo Consent completed
- On arrival, bring Registration-Attendance spreadsheet to registration table.

WAITLIST

- Once registration capacity is full, a waitlist registration link will be posted on website registration page.
- *Mi Futuro* team will email registered waitlisted students when cancellations occur.

REPLACEMENT STUDENTS FOR LATE CANCELLATIONS (PLEASE READ)

- Prior to Winter break, you will receive final rosters.
- Event day is the first Friday of Spring semester.
- There will be no further cancellations that week. If you have students who withdraw attendance, please attempt to find a “replacement student” and bring



2020 TEACHER SYMPOSIUM PREP CHECKLIST

them to the event. However, please do reach out to Daisy if you need help to triage student no-shows (late cancellations). No judgment here. We're a team.

- Bring "replacement students" to event day and have them check-in at the registration table on arrival. The registration team will have them register on-line.

REGISTRATION LOCATION: STUDENT CENTER, 3RD FLOOR

- On arrival, all attendees will be directed to the 3rd-floor Ballroom.
- Replacement Students: Students that did not register in advance and are "replacement" students for registered students unable to attend. Replacement students are required to accompany teachers to the registration table and complete on-line registration.
- ONLY Teachers & unregistered replacement students will check-in at registration to get their clipboards and lanyards. All other students will be directed to the Exhibitor Justice Center at the back of the Ballroom.
- Teachers bring Registration-Attendance sheets & signed photo consents to the registration table. Teachers will be given student-specific registration materials for their student group (clipboard cover sheet that includes students' name & assigned workshops/med stations).

PHOTO CONSENTS

- Must be completed by all attendees prior to arrival!
- One photo consent per student.
- Students under 18 need their parent's signature.
- **Red Lanyards:** At registration tables, teachers will be given red lanyards to distribute to their students who **did not complete a Photo Consent**. This flags photographers throughout the day of which students do not have consent.
- Photo Booth! The booth will have scrubs, PPE, gowns, etc. Students can gown up...or not! Polaroid pics provided: 1 per student.

RESPONSIBLE ATTENDANCE

- On-line registration completed.
- Photo release form completed prior to arrival.
- Arrive promptly by 9:30am and stay until 4:45pm.
- **Complete a post-evaluation at the symposium to support sustainable grant funding enabling future attendance at no-cost to teachers & students.**

PHONES, KAHOOT, & INSTAGRAM

- Smart phones will be used during event.
- Prior to arrival, have students download phone applications for event day: *Kahoot & Instagram(optional).*



2020 TEACHER SYMPOSIUM PREP CHECKLIST

FOOD PROVIDED

- Morning hot drinks, catered lunch & afternoon snack provided.

PARKING & ARRIVAL

- See parking map on Teacher website page. Print SSU Map with marked parking areas.
- **Bus Parking: Lot E “Drop off/Pick Up” only. No all-day bus parking.**
- Individual Vehicle Parking: Individual parking in Lot D at no cost BEFORE 10:30am. AFTER 10:30 arrival, individual parking is in Lot J and costs \$5.00. Parking only provided for school vans & cars that have more than one student (Very limited free parking spaces for volunteers & students).
- We discourage individual drivers to park in Lot D. There are limited reserved spaces. If individual cars are the best option for your students, have them carpool or park off-site and drive to Lot D in one car.

TEACHER RESOURCE PAGE

<http://www.mifuturonocal.org/teachers.html>