



September 25, 2024

To: High School Counselors
From: Julie Schultz, Nebraska Extension Educator, Wayne County
Kim Bearnes, Nebraska Extension Educator, Stanton County
Re: 2024 Career Day Information

Career Day is fast approaching and we are excited to host the 2024 Northeast Nebraska Sophomore Career Day. Please read this communiqué completely. It is packed with information to help you and your students have a great day.

Student Session Assignment Spreadsheets:

- This was emailed to you in August. **You will be receiving a final listing to check over later this week.** Please notify Mary Jarvi (necareerday@gmail.com) if you see something that needs corrected right away. **Due to presenter schedules and students leaving schools etc, you may notice a change in some student schedules on your final listing.**

Counselor/Sponsor Responsibilities:

- Print information for your students
- Prepare students for appropriate interaction with presenters
- Notify us of any changes prior to the event. It is easier to handle before than the day of the event.
- Be available to assist your students during and between sessions.
- Supervise breakout sessions and lunch – helping youth through the process and keeping on schedule **You will be notified of the breakout sessions you are being assigned to help supervise at least a week before.**
- **Inform students about where to meet at the end of the day.**
- All information you need is located at the following web page. Don't forget to print copies of everything you need and bring it with you to Career Day. <http://hal.unl.edu/careerday>

Bus Drivers:

- **You must purchase a lunch ticket for all Bus Drivers and all adult sponsors. Sorry there is no FREE lunch.**
- Bus driver lunch tickets will be in the Counselor Folders if you purchased tickets for them.
- Bus Driver/Adult meal ticket is \$12.00.

Maps: (Please print as desired) (The maps should be updated)

- Building maps can be found at <http://hal.unl.edu/careerday>

Revised Schedule: (Roll will be taken at each session)

9:00	Busses arrive and drop students off in Rec Center parking lot (first lot east of Rice Auditorium or in Parking Lot 10) DO NOT DROP STUDENTS OFF IN FRONT (WEST) OR SOUTH SIDE OF RICE AUDITORIUM DUE TO CONSTRUCTION. STUDENTS WILL WALK TO FRONT (WEST) SIDE OF RICE AUDITORIUM.
9:15	Welcome and General Information in Rice Auditorium
9:30	Medical students dismissed from Rice Auditorium
9:40	Other students dismissed from Rice Auditorium
10:00 – 10:30	Career Session 1
10:45 – 11:15	Career Session 2
11:30 – 12:00	Career Session 3
12:15 – 12:45	Career Session 4
1:00 – 1:30	Breakout Session 1
1:40 – 2:10	Breakout Session 2

Evaluations:

- Evaluations will be submitted on-line after Career Day, please make sure all students complete them.

Parking:

- A parking pass for Lot 10 is located on the web page for those of you who are driving vans or cars. Please leave the parking pass on the dash of your vehicle.
- **Buses do not need a permit, but will also park in Lot 10 after dropping students off in Rec Center parking lot in the morning.**

Packets/folders:

- Upon arrival in Rice Auditorium, we will have school packets for each school. School packets will include pencils and folders for each student.
 - Name tag to be worn on upper right hand shoulder of shirt. Name tags will have student schedule with room and building for their sessions on.
- Student folders will include:
 - Campus Map.
 - Program including a schedule
 - Handouts from WSC, UNL, NECC, and AHEC.

Cell Phones:

- **We ask that students not bring or use cell phones during Career Day.**
 - Instructors may collect phones used during their session if necessary.
- In an emergency, phones will be available in the buildings or with Career Day staff.

Lunch: (Student Center)

- Lunch is offered at three times, (sessions 2, 3, & 4). Student's lunch assignment is located on their name tag. All students in the Medical Career Tracks will eat lunch during the 4th session.
- Students with cafeteria lunch tickets will eat in the Student Center cafeteria which is located on the second floor. **Tickets will be collected** at the door.
- Students bringing sack lunches will eat outside on the south side of the Student Center weather permitting.

Pictures:

- Pictures will be taken during the day for use in news stories for local papers. **If there are students in your group who do not wish to have pictures published, please let us know prior to Career Day.**

Assistance:

- Staff members (wearing UNL shirts & name badges) are located in the Student Center Atrium and at the main first floor entrance to each building.

Thanks for bringing your students to this special event. Please contact us if you have questions or suggestions.

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