



7/6/2022

name  
business  
address  
city, Illinois, zip

Per – Bring a Kid to Work Day

Hello name –

Northwest Illinois Economic Development, in coordination with your local chambers of commerce, is organizing a 'Bring a Kid to Work Day' event for Wednesday, August 3, 2022. We are encouraging businesses who are members of their local chamber of commerce to participate. This could mean allowing your employees to bring their kid, their grandkid, their neighbor's kid, just let your staff find a kid and bring them to work! This event is meant as a fun workforce development + chamber development + youth retention initiative!

As a child, did you ever wish to visit your parents' workplace? Take a Kid to Work Day is an opportunity to show the children of Northwest Illinois a glimpse into the working world. They will learn about the workforce by seeing the different roles carried out by people that together make a business run. They might even find they are interested in a particular field because of their experience. And who knows, when they graduate high school or college and join the workforce, they might decide to make Northwest Illinois their home.

Businesses that choose to participate will need to determine the logistics of their day. NWILED and the chambers are the facilitators of this event there to organize it and to give creative ideas, but not to run day of programming. What a business does is up to them. All we ask in exchange is for you to snap a few pictures and post them on your Facebook page and tag your local chamber and NWILED.

Bring a Kid to Work Day is meant to be a rewarding day for children and adults alike. NWILED intends to make it an annual summer event.

Regards –

David Schmit  
Regional Director

Cc:  
Elizabeth Chamber of Commerce; Galena Area Chamber of Commerce; Galena Downtown Business Association; Lanark Chamber of Commerce; Savanna Chamber of Commerce; Stockton Chamber of Commerce

## **Bring a Kid to Work Day**

### **Dos and Don'ts**

#### **Ideas for Employers**

1. Assign a staff member to serve as the day of point person
2. Set a minimum participation age
3. If your business has heavy machinery or other potentially dangerous equipment, consider allowing only middle or high school aged children
4. Designate a specific time span for kids to visit
5. Enforce your workplace dress code. Kids should look the part
6. Consider having a registration procedure involving a parent/guardian waiver
7. Have kids wear wristbands or lanyards with their name and emergency contact info
8. Consider rotating kids from colleague to colleague so they learn about more than one job
9. Schedule periodic downtimes throughout the day to give children time to decompress
10. Order lunch for participating employees and their kids

#### **Ideas for Parents**

1. If your child does not want to go to work with you, do not force them to
2. Share with your children what a day in your work life is like
3. Share the skills and education your job requires
4. Describe the process for completing a project and how ideas are sparked
5. Find ways to make the experience interactive. Let kids push the button, join a meeting, meet the boss, or interact with customers
6. Keep important or lengthy meetings off your calendar. You may not get as much work done as you normally do
7. Bring something for your kid to do while you work if needed
8. Have a caregiver ready to pick up your kid if needed
9. On the drive home or at dinner that evening, debrief about the day
10. Plan for 2023 as Bring a Kid to Work Day will be back next summer