

Tips for Hosting Oakland Students at Your Business for a Field Trip!



Thank you for your interest in hosting Oakland students at your offices for a field trip! This is a fantastic opportunity for them to start envisioning their futures and the opportunities that a great education will bring them. Hosting a field trip is so fun and makes a great impact, but does take a bit of planning.

This document will help you plan for a truly meaningful event. Always remember to keep the energy high so that students stay motivated and engaged! We recommend involving as many employees in the field trip as possible so that students can have plenty of attention during their visit. We recommend the ratio of 1 employee per 5 students.



Have a Welcome Plan

- Be prepared for the students' arrival. Designate certain people to welcome the students and be sure to think of a way to make them feel at home. This may be a very new environment for them, so anything you can do to make them feel comfortable is great! Be sure to introduce everyone, and nametags are a big help.
 - Ex: Have an "ice-breaker" planned, give them some welcome swag, have a room ready to go for introductions.

Communication

- Be sure to explain your business model and work at the beginning of the field trip. Help students relate by making connections to how your business can affect every-day life.
- Try to make all activities as interactive as possible. Anything hands on will help the students engage and gain a better understanding of career possibilities from the field trip.
 - Ex: Plan a group project that may be inspired by a real-life hurdle you face at your company. Plan a demonstration of your product for students.
- Do not lecture for more than 15 minutes maximum. You will lose students attention if they aren't able to work on a project or interact with you.
- Be sure to let students ask questions, they will have many!

Activities to Incorporate into Your Field Trip

1. A tour of the facilities
2. Lunch or snacks if possible
3. Meeting different employees in different departments
4. Hearing the backgrounds of different employees and the path they took to get to where they are today

Have an Intentional Closing

- Plan ahead for what you want students to walk away with from the day. Think of how you will drive this point home before they head out. Maybe they bring their projects from the day home with them? Maybe you have a closing reflection circle? Take into account the talents of your staff and what you think would make an impression on the students.



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