



## Senior High Shadow Day



### *Sample Letter to School Administrator*

Dear :

The *(organization)* would like to invite your students to participate in a national program that recognizes the diverse field of public works.

The American Public Works Association instituted National Public Works Week as an annual reminder of the many ways public works contributes to our quality of life. For many years, public works professionals across North America have applauded and shared the accomplishments of those in their profession. During this week-long celebration, professionals take part in events and activities that increase public awareness of—and appreciation for—the public works profession.

As part of this celebration, *(organization)* is coordinating a Shadow Day. Students meeting established criteria will have the opportunity to spend the workday with a public works professional who holds a job they would like to learn more about.

We would like to work with your school to provide this program to your students. Thank you for your consideration; I will contact you soon to discuss details. I may be reached at *(day and evening phone numbers)*.

Sincerely,

*(name)*

*(title)*



## Sample Shadow Day Participation Request Form

Name: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Home Room: \_\_\_\_\_

Describe briefly why you would like to participate in Shadow Day: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Return to \_\_\_\_\_ by \_\_\_\_\_

## Sample Shadow Day Evaluation Form

Name: \_\_\_\_\_

Occupation you shadowed: \_\_\_\_\_

*Please complete the following:*

*On a scale of 5 to 1 (5 Significantly, 3 Somewhat, 1 Not at all)*

\_\_\_\_\_ The Shadow Day program has influenced my choice of career.

\_\_\_\_\_ My perception of public works has changed for the better.

*Answer the following questions with Y (yes) or N (no).*

\_\_\_\_\_ Will you recommend this program to a fellow student?

\_\_\_\_\_ Do you think you will pursue public works as a career?

\_\_\_\_\_ Please rate your overall experience on a scale of 5 to 1  
(5 Excellent, 3 Average, 1 Unsatisfactory)

Describe three experiences you had during the day and what you learned from each one:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_