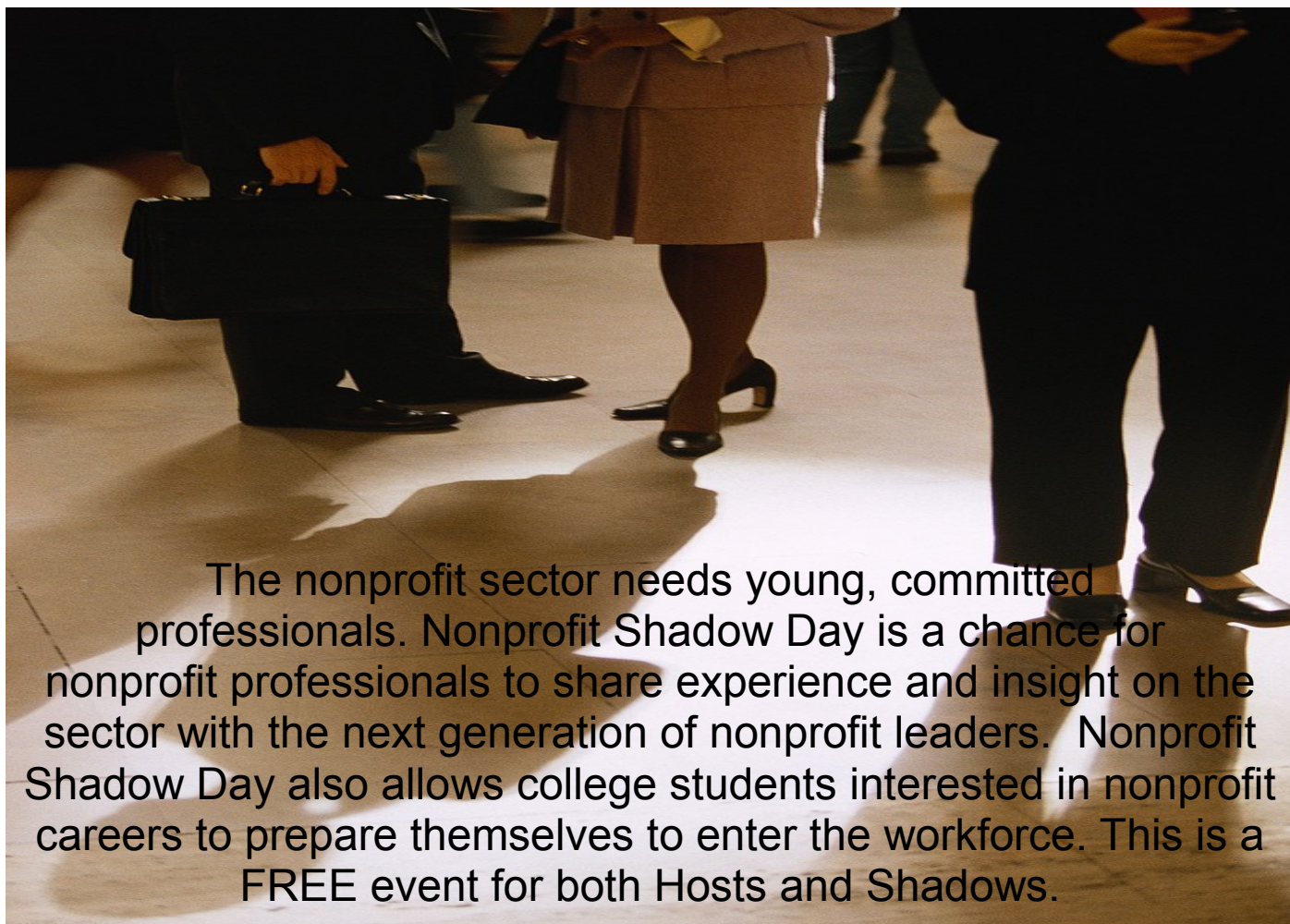


# 4th Annual Shadow Day Guidebook

## February 5, 2010

*"The most beneficial thing I received from the Shadow Day was learning that it doesn't take a large number of people to do great work in the community. My hostess is one of the hardest working woman I know, and she inspired me to stay in the nonprofit field as I search for a career!"*

*- Christina Salmon, Central Methodist University, 2009 Shadow Day participant*



The nonprofit sector needs young, committed professionals. Nonprofit Shadow Day is a chance for nonprofit professionals to share experience and insight on the sector with the next generation of nonprofit leaders. Nonprofit Shadow Day also allows college students interested in nonprofit careers to prepare themselves to enter the workforce. This is a **FREE** event for both Hosts and Shadows.

You will find the following information inside:

- p. 2 Preparation before Shadow Day
- p. 3 Shadow Day and After
- p. 4 Ideas from past Shadow Day Hosts
- p. 5 Directions to the Kauffman Conference Center

*"Shadow Day was a great experience! I was able to spend the day with a successful, kind, and generous host and was able to learn about a nonprofit I previously had no experience with."*

*-Allison Baldree, Rockhurst University, Shadow Day 2009 participant*

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## Preparation for Shadow Day:

- ◆ You will receive the name and contact information of your Shadow match no later than **Friday, January 29**. Shadows are told to contact you by February 3.
- ◆ If you have not been contacted by your Shadow match by **Wednesday, February 3**, please contact him/her and cover the following areas:
  - Introductions
  - Lunch plans (arrange whether the Shadow should bring lunch or plan to go out to lunch). Most Hosts take their Shadow to lunch or bring lunch into office.
  - Transportation (arrange whether you and your Shadow will ride together to job site from Kauffman Foundation or ride separately)
  - Cell phone #'s (in case of emergency you should contact your Shadow)
  - Briefly get to know each other by explaining job position and role within your organization and asking shadow to share knowledge of the nonprofit sector including courses they have taken, internships completed, and other experience.
- ◆ Inform Shadow of what you will be doing (i.e. meeting, conference calls, site visits, tour, etc.) This helps the Shadow manage expectations about what the day will look like and also to get them excited for the day with you. See **p. 3** for ideas of activities you can have ready for your Shadow.
- ◆ All Shadows have been told to dress in business attire. Please let your Shadow know if they should dress differently.



*"I had a great experience. I loved that we got to connect with our Shadow before the event and I thought the program in the morning was great!"*

**- Anonymous, 2009 Shadow Day Host**

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**Shadow Day:  
Friday, February 5**

- ◆ In case of emergency, please contact:

Michelle Bornhoff's cell: 501.993.6944  
Michelle Davis's cell: 816.809.2772

- ◆ Please arrive by 8:00 a.m. to the Kauffman Conference Center (4801 Rockhill Road, Kansas City, MO). Directions to the Kauffman Conference Center can be found on **p. 5**.

**Part One: Breakfast and panel discussion (8:00-9:30 a.m.)**

**Part Two: Host your Shadow Day student "on the job" (9:30 a.m.-4:00 p.m.)**

- ◆ Shadows spend the day with their Hosts to see what it is like to work for a nonprofit.
- ◆ Shadows are to leave on Friday at 4:00 p.m. with real knowledge of your organization and what your job entails. When preparing for Shadow Day please schedule meetings and appointments like you would any other day so that the Shadow can truly experience what you do. Think of tasks that involve them in on the process and ask for their advice. Sample activities for Shadow Day include:
  - Staff meetings or board meetings
  - Donor visits
  - Volunteer trainings
  - Grant/ material review
  - Conference calls
  - Tour of office and facility
  - Staff introductions (explain organizational structure)
  - Distribution of materials explaining organization (i.e. brochures, budget, strategic plan, etc.)
  - Overview of organization, including programs and events
- ◆ Refer to **p. 4** for additional ideas from past Shadow Day Hosts.

**After Shadow Day:**

Follow-up with your Shadow with any information that you referenced to them and to check-in to see if they need any help finding internships, volunteer opportunities, or jobs. You can also refer them to our website at **[www.npconnect.org](http://www.npconnect.org)**.

# 4th Annual Shadow Day Guidebook

## Ideas from past Shadow Day Hosts

*"I took mine along on a meeting with funders to review a draft of a proposal."*

*Evie Craig  
Executive Director  
ReStart, Inc.  
2008 Shadow Day Host*

*"I just do what I normally do, I certainly took time to explain our organization and my role within it but I just worked a normal day. I always take the 'shadow' to lunch with the rest of the staff so they can meet them and talk about their nonprofit experiences. I also try to show them what our agency does by visiting a project or a school we are working with to show them what our program does."*

*Jenn Beard  
Program Director  
Youth Volunteer Corps of America  
2008 Shadow Day Host*

*"Our shadows met with the assigned development officers and communication staff for about 30 - 40 minutes. We had a staff lunch where everyone from the Foundation -- development officers, business staff, and IT staff, talked about their current positions and how they came to the nonprofit sector -- degree and career path. At the lunch our ED also gave an overview of the KC nonprofit sector.*

*Susan Melton  
Senior Development Officer  
Saint Luke's Hospital Foundation*

# 4th Annual Shadow Day Guidebook

## Directions to the Kauffman Conference Center

**From the East** - I-70 west toward Kansas City. Take The Paseo exit, exit 3A, to Hwy 71 S. Turn left onto The Paseo Blvd. Follow The Paseo to the second stop light and turn right onto Truman Road. Turn left onto Hwy 71 South at Campbell Street, just underneath the overpass. Follow Hwy 71 South. Exit on US-56/Emanuel Cleaver II Blvd/Swope Parkway. Turn right on Cleaver II Blvd. Follow Cleaver II Blvd., then turn left onto Rockhill Road. Turn left onto the main Kauffman Conference Center entrance, 4801 Rockhill Road.

**From the North** - Going south on I-35, take exit #3, US-71/ I-70 east. Merge onto US-71 South via Exit 2M (middle lane). Follow Hwy 71 South. Exit on US-56/Emanuel Cleaver II Blvd/Swope Parkway. Turn right on Cleaver II Blvd. Follow Cleaver II Blvd., then turn left onto Rockhill Road. Turn left onto the main Kauffman Conference Center entrance, 4801 Rockhill Road.

**From the West** - Going East on I-70, merge onto I-670, exit 421B. Follow I-670 until I-70 East. Follow I-70 and merge onto US-71 via exit #2M, far right lane. Follow Hwy 71 South. Exit on Emanuel Cleaver II Blvd/Swope Parkway. Turn right on Cleaver II Blvd. Follow Cleaver II Blvd., then turn left onto Rockhill Road. Turn left onto the main Kauffman Conference Center entrance, 4801 Rockhill Road.

**From the South** - Take 71 Hwy/Bruce R. Watkins Drive North to Emanuel Cleaver II Blvd/Swope Parkway. Continue across Hwy 56/Swope Parkway. Turn left Cleaver II Blvd. Follow Cleaver II Blvd., then turn left onto Rockhill Road. Turn left onto the main Kauffman Conference Center entrance, 4801 Rockhill Road.

**From the Southwest** - Take I-35 to I-435 East. Follow I-435 across the state line. Exit at Holmes Road. Turn left and follow Holmes until it turns into Rockhill Road near 65th Street (Research College at Rockhill will be on the right-hand side, follow the road and stay right). Follow Rockhill Road and make a right onto the main Kauffman Conference Center entrance, 4801 Rockhill Road.

