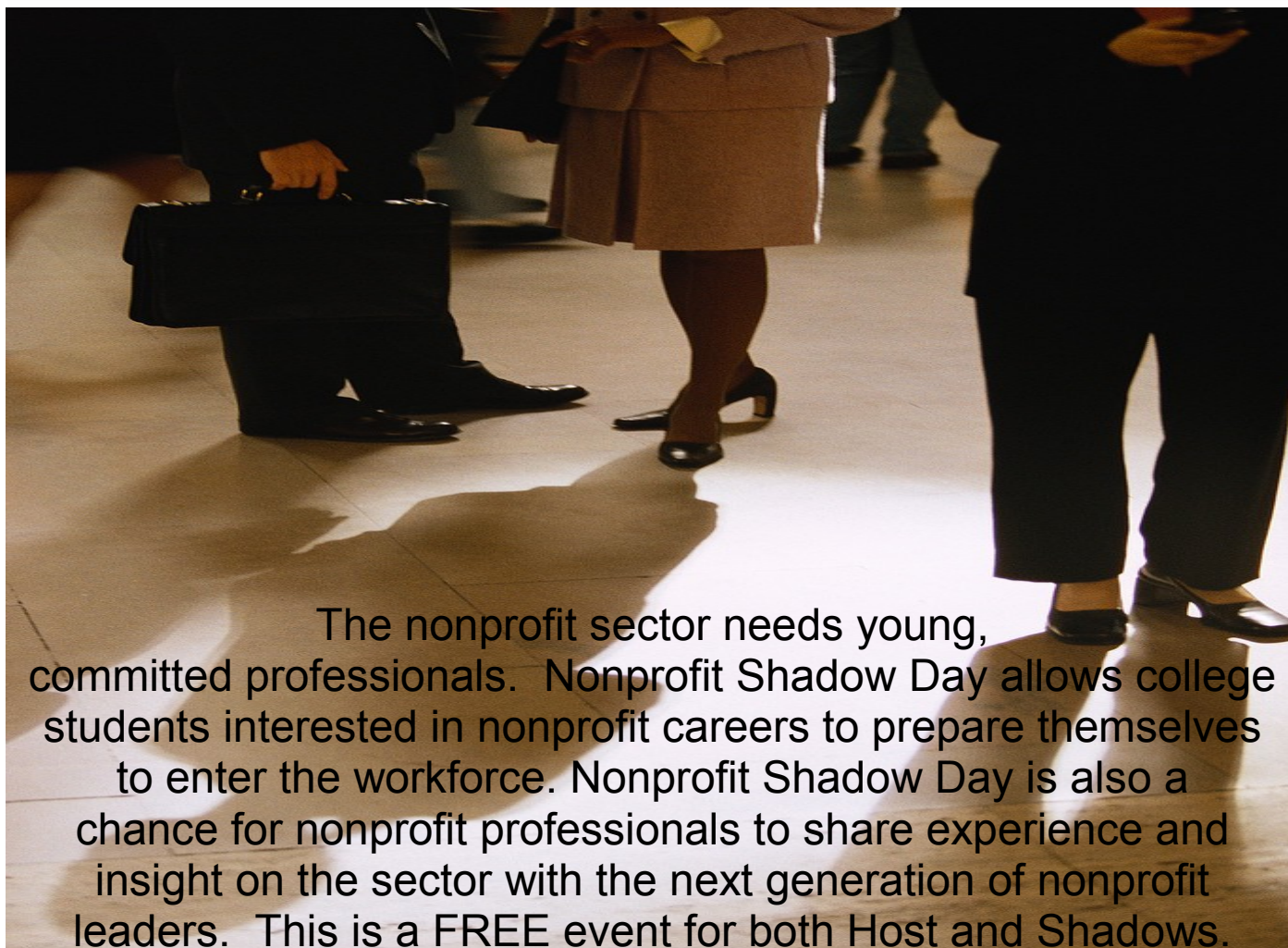


# 4th Annual Shadow Day Guidebook

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

You will find the following information inside:

- p. 2 Preparation before Shadow Day
- p. 3 Shadow Day and After Shadow Day
- p. 4 Resources
- P. 5 Directions to the Kauffman Foundation

*"I graduated in May and, I'm happy to report, received a job at the very place I shadowed this past winter during Shadow Day!"*

*- Sarah Koci, Cristo Rey Kansas City, Shadow Day 2009 participant*

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## Preparation for Shadow Day:

- ◆ You will receive the name and contact information of your Host match no later than **Friday, January 29.**
- ◆ You must contact your Host by **Wednesday, February 3** and cover the following areas:
  - Introductions
  - Lunch plans (arrange whether you should bring lunch or if your Host will take you to lunch)
  - Transportation (arrange whether you and your Host will ride together to job site from Kauffman Conference Center or ride separately)
  - Cell phone #'s (in case of emergency or any change of plans before Shadow Day, you should contact your Host)
  - Briefly get to know each other by sharing knowledge of the nonprofit sector including courses you have taken, internships completed, and other experience.
- ◆ Research and become knowledgeable about the organization. Go to their website and find related articles on the Internet.
- ◆ Bring your resume and/or business card to share with Host. Contact your college or university's career services to ask for help.
- ◆ **The last day to drop out of Shadow Day is Monday, January 25. If this becomes necessary, please contact your Host and Michelle Bornhott at 816.235.1176 or [intern@npconnect.org](mailto:intern@npconnect.org)**



*“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.”*

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

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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**.
- ◆ Please wear business attire for the day:

**For Women:** slacks (dress pants), skirts (mid-calf to knee), blouses, light sweaters, blazers, casual dresses, dress shoes (flats or low heels).

**For Men:** slacks (dress pants), button-down shirts, polo shirts (short sleeved shirts with a collar), blazers, matching belt and shoes.

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

## Part Two: Shadow your Shadow Day Host "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.
- ◆ The purpose of Shadow Day is for you to become better exposed to the nonprofit sector and to be more prepared to pursue a nonprofit career. In order for you to have a fulfilling day, you need to be ready to absorb a lot of information and ask a lot of questions. Here are some sample questions you could ask:
  - What steps did you take to get the job you have today? (i.e. educations, jobs, certifications)
  - What skills do you feel are most beneficial to a nonprofit career?
  - How is your organization always moving forward by being innovative and continually sensing its environment?
  - (If organization is an affiliate of national organization) How would you describe the relationship with the national organization?
  - How would you describe the culture of the organization?
  - What would be your elevator speech about your organization?
  - How do you try to have a balance between work and life outside of work?
- ◆ At the end of the day ask for your Host's business card, so you can follow-up with them



## After Shadow Day:

Write a thank you note (not just an email) to your Host immediately after Nonprofit Shadow Day. This is a great opportunity to set up a follow-up lunch, coffee-and-conversation, or phone call to continue relationship with Host.



Please find more resources on **p. 4** to follow-up with after Shadow Day.

# 4th Annual Shadow Day Guidebook

***Nonprofit Connect links the nonprofit community to education, resources and networking so organizations can more effectively achieve their missions.***

With more than 1,000 members, Nonprofit Connect is one of the largest business and professional associations in Greater Kansas City, according to the *Kansas City Business Journal*.

## ***So why should you, as a college student, join Nonprofit Connect?***

Did you know that with your **\$25 Student Membership**, you:

- Can register at discounted rates for seminars and Learning Circles? (a savings of at least \$10 per program)
- Can access an online foundation directory with information on 800 local and national funders, including funding priorities, application procedures and contact information? (great for class research)
- Can serve on a committee to develop marketable skills and to network with nonprofit professionals? (great contacts for class projects, internships and jobs)
- Stay informed on nonprofit news, programs and special offers via weekly e-Link Newsletter?

## **JOBS**

When it comes time to find a job, you can't beat Nonprofit Connect's JobLink for employment opportunities. On average, you can find 150 or more jobs posted for part-time and full-time entry level positions as well as executive-level management jobs. Go to "JobLink" under the Career Tab at [www.npconnect.org](http://www.npconnect.org).

## **INTERNSHIPS**

Are you looking for an internship? You can find those too! Go to "InternLink" under the Careers Tab at [www.npconnect.org](http://www.npconnect.org).

Part of a national network, and administered by Nonprofit Connect, YNPNkc promotes the recruitment, development and retention of young professionals in the nonprofit sector to enhance and support a strong, dynamic nonprofit community.

YNPNkc offers monthly networking events (the 2nd Tuesday of every month; see [www.npconnect.org](http://www.npconnect.org) for locations) and four educational seminars designed especially for young nonprofit professionals.

### **2010 YNPNkc Educational Seminars**

February 12—Understanding Attitudes: The Key to Effective Communications

April 16—Communicationg With Results

August 6—Topic TBA

November 19—Topic TBA

For more information about Nonprofit Connect and its programs, visit our website at [www.npconnect.org](http://www.npconnect.org) or contact Amy Mulligan Kennedy, Education & Member Services Manager, at 816.235.5528 or [akennedy@npconnect.org](mailto:akennedy@npconnect.org)

# 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.

