

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
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In Reply Refer To:
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March 27, 2002

EMS Transmission
Information Bulletin No. HR-2002-065

To: All BC, HR, NI, ST, WO-Denver Employees and Contractors
From: Director, National Human Resources Management Center
Subject: Take Our Children to Work Day

DD: 04/12/2002

Once again, the EEO Office and the Denver National Centers will be participating in the national initiative "Take Our Children to Work." We have planned an interesting and educational day for your children, ages 7-13. This year's event will be held on **Thursday, April 25, 2002**.

The purpose of this event is to provide your children with an opportunity to explore occupations in our workplace and expand their horizons when it comes time to choose a career. We encourage parents to discuss the purpose of this event with their children.

This year's program will include a hands-on Introduction to Geographic Information Systems (GIS) computer mapping, an interactive session on the Wild Horse and Burro Program (complete with horses!) and a computer demonstration of current Information Technology used in the BLM, using hands-on games and scavenger hunts.

The day will open in the **Center/East/West Conference Rooms, at 8:30 a.m.** with registration, welcoming remarks, and instructions to the children. The children will be split into two groups according to age and the agenda is designed so all children will attend all three presentations.

At 11:30 parents must plan to pick up their children for lunch in the Center/East/West Conference Rooms and return them to the Center/East/West Conference Rooms at 1:00 p.m. Groups will then attend their afternoon programs.

Attachments to this IB include the registration form, the consent form and the day's agenda. The consent form is requesting your permission to photograph your children for post-event coverage. Please submit both the registration and consent forms for each child that will be attending.

To allow us time to purchase refreshments and arrange the course materials for this program, we urge you to register as early as possible. Please submit the signed registration and consent forms to Cheryl Hodges, by FAX at (303) 236-6489, or hand-deliver to the EEO office, HR-230, by **Thursday, April 12, 2002**. If you have any questions, please feel free to contact Cheryl Hodges, EEO Specialist, via email or at (303) 236-0697.

Signed by:
Phyllis O'Neill
Acting Director, NHRMC
Management Center

Authenticated by:
Luron Porter
Staff Assistant

3 Attachments

- 1 - Registration Form (1 pg)
- 2 - Consent Form (1 pg)
- 3 - Events Agenda (1 pg)

Distribution

ST-150, BLM Library
HR-250, Master Records

**Take Our Children to Work Day
Thursday, April 25, 2002**

Registration Form

Name of child (one form per child) : _____

Name of parent/guardian: _____

Name of person picking child up
at lunch and day's end: _____

Parent/guardian's work telephone number: _____

BLM Center or office parent/guardian is employed with: _____

Parent/guardian's immediate supervisor: _____

How old is your child? (7 - 13 years old only, please) _____

Does your child have any special needs? If yes, please explain what those needs are?

Parent/Guardian Signature

Date

Would you be willing to volunteer on Thursday, April 25th, for about 2 hours? If yes, what is the best time of day for you to help? _____

If yes, to the above question, please get your Supervisor's approval, by having your Supervisor sign and date this form in the space provided:

Supervisor's Signature

Date

Take Our Children To Work Day
Thursday, April 25, 2002

Consent Form for Photographs taken during the day's activities:

I, _____ (your name), the parent and/or legal guardian of _____ (your child's name), give consent that any photographs, taken of my child may be used by the Bureau of Land Management, Denver National Centers, in whatever way they appropriately desire, including Internet web pages, CD-ROMs, and any other form for the storage, retrieval and reproduction of information, and images. Furthermore, I hereby consent that such photographs shall be the property of the Bureau of Land Management, Denver National Centers. The Bureau of Land Management, Denver National Centers shall have the right to duplicate, reproduce and make other appropriate uses of said photographs free and clear of any claim whatsoever on my part.

(PRINT) Name of Parent/Guardian

Signature of Parent/Guardian

Date

**TAKE OUR CHILDREN TO WORK DAY
SCHEDULE OF ACTIVITIES**

APRIL 25, 2002

TIME	<i>All Ages</i>	
8:30-9:30 a.m.	Registration Welcoming Remarks Continental Breakfast for children Instructions to children for the morning's activities Center/East/West Conference Rooms, Building 50	
	<i>Group 1 (Ages 7-10)</i>	<i>Group 2 (Ages 10-13)</i>
9:30 - 10:30 a.m.	Hands-on Intro to GIS computer mapping Building 40, Training Room, 1st floor and outside	Information Technology in the BLM, Hands-on Computer Training Room, Building 50
10:30 - 11:30 a.m.		Wild Horse and Burro Program Outside N-2 Entrance to Building 50
11:30 a.m. - 1:00 p.m.	LUNCH WITH PARENTS- Parents will pick up their children in the Center/East/West Conference Room at 11:30 a.m. and bring them back to Center/East/West Conference Room at 1:00 p.m.	
1:00 - 2:00 p.m.	Wild Horse and Burro Program Outside N-2 Entrance to Building 50	Hands-on Intro to GIS computer mapping Building 40, Training Room, 1st floor and outside
2:00 - 3:00 p.m.	Information Technology in the BLM, Hands-on Computer Training Room, Building 50	
	<i>All ages</i>	
3:00 - 3:30 p.m.	Present children with certificates Handouts Closing Remarks Parents pick up children in Center/East/West Conference Rooms, Building 50	