



GREATER MUSKOGEE AREA  
CHAMBER of COMMERCE



## Principal for a Day Program

In partnership with Hilldale & Muskogee Public Schools we want to offer you a unique opportunity. As members of the Muskogee Chamber of Commerce, you are eligible to apply to be a Principal for a Day. Principals work hard each and every day to provide support to teachers and effectively manage our students and schools across our district. This is no easy task, especially in the current economic environment and with dramatic budget cuts in education. Are you up to the challenge of spending a day in their shoes?

On Wednesday, February 28 Hilldale & Muskogee Public Schools will open their schools exclusively for Chamber Members to become a *Principal for a Day*. This is a great opportunity for you to get to know the representatives from the school, build relationships that will help our schools, our community and your business, and leave with a better understanding of the challenges Principals encounter when running a school in today's difficult social and economic environment. It is also a great opportunity to learn the many assets we have in our local school districts and help spread that word. The perception of our education systems is imperative to economic growth.

**Principal for a Day positions are very limited, so don't delay if you want to be part of this opportunity. Once the positions are filled, a waiting list will be started. Please complete the attached application and return it as soon as possible. Applications will be accepted until Friday, February 16, 2018.**

### Here's how the process will work:

First, save the date on your calendar. If you commit to this role, your students are counting on you! Complete the brief application form and submit it to [dj@muskogeechamber.org](mailto:dj@muskogeechamber.org) no later than Friday, 2/16/18 .

Chamber staff will follow-up with you on your assignment and specific itinerary for the day.

**Here's a preliminary agenda (times may vary based on school assignment):**

- 7:30 a.m.      Orientation and Breakfast at the Chamber office
- 8:15 a.m.      Travel to school and check-in at your designated school
- 8:30-2:30      Principal for a Day Work and Activities
- 2:30 p.m.      Return to Chamber of Commerce
- 3:00 p.m.      Debrief and Dessert
- 4:00 p.m.      Adjourn

Don't miss this exclusive chance to walk in a principal's shoes for a day and to share your appreciation for what they do for our children and our community. Please contact Sherry with any questions you may have.



Please acknowledge the following by initialing on each line.

\_\_\_\_\_ I understand that by volunteering to be a Principal for a Day I am subject to all local, state and federal laws while on school property and attest that I will not knowingly break those laws.

\_\_\_\_\_ I understand that as a participant in this program I am subject to a full criminal background check.

\_\_\_\_\_ I understand that while serving as Principal for a Day all school policies and procedures, including those for emergencies, must be followed for my safety and the safety of the students, teachers, and administrators of the schools.

\_\_\_\_\_ I understand that during my role as Principal for a Day I may accidentally or knowingly become aware of confidential or sensitive information about students/minors, and/or their families, and I agree to hold that information confidential unless required by law to do otherwise.

\_\_\_\_\_ I understand that I am required to attend the breakfast orientation meeting at the Muskogee Chamber of Commerce to be eligible to report to my school for this program.

\_\_\_\_\_ I acknowledge that at this time, I am available to serve the entire day as outlined by the agenda and information provided to me by the Muskogee Chamber of Commerce; and that I will do my best to commit the time necessary to my role in the Principal for a Day program; and that I have my employer's permission to represent them and be off work for the time required.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date