

# SHADOW DAY

## STUDENT GUIDE

### Contact Your Nonprofit Host

Nonprofit Connect will send you the name and contact information of your host on Friday, October 12th.

**You MUST contact your host by Friday, October 19th.**

Prior to Shadow Day, please communicate with your host match via email or phone about the following:

- **Introductions** – Get to know your host and the organization you'll be shadowing.
- **Lunch Plans** – Find out whether your host will provide lunch, or whether you should bring lunch.
- **Travel** – Please confirm directions from the Kauffman Foundation Conference Center to your host's job site.
- **Contact Information** – It is encouraged to exchange cell phone numbers in case of emergency.
- **Expectations** – Feel free to ask your host about your jobsite activities (meetings, conference calls, site visits, etc.)

This helps you manage expectations and prepare for your day with your Host.

### Shadow Day Preparation

- Please wear business attire, unless directed otherwise by your host.  
**For Women:** slacks (dress pants), skirts (mid-calf to knee length), blouses, light sweaters, blazers, casual dresses, flats or low heels  
**For Men:** slacks (dress pants), button-down shirts, polo shirts (short-sleeved shirts with a collar), blazers, dress shoes
- Research and become knowledgeable about your host's nonprofit organization. A great place to start is the organization's website.
- Bring copies of your resume and/or business card to share. Contact your school's career services department for help.
- The purpose of Shadow Day is for you to gain better exposure to the nonprofit sector. For the most fulfilling experience, be prepared to listen and ask questions.

#### Sample Questions for Your Host:

- What steps did you take to get the job you have today?
- What skills do you believe are most beneficial to pursue a nonprofit career?
- How does your organization handle change?
- How would you describe the culture of your organization?
- How do you balance your work life and personal life?
- If your organization is an affiliate of a national organization, how would you describe the relationship with your national organization?
- **The last day to cancel is Thursday, October 11th.** *Cancellations made after this date and no-shows will be billed accordingly.* If you need to cancel, please contact Branden Haralson at [bharalson@npconnect.org](mailto:bharalson@npconnect.org) as soon as possible.

### Shadow Day Contact

Branden Haralson:

Nonprofit Connect: 816-888-5600

Email: [bharalson@npconnect.org](mailto:bharalson@npconnect.org)

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### Shadow Day Itinerary

Friday, October 26

8:30 a.m.	<b>Student Check-In</b> Kauffman Foundation Conference Center, 4801 Rockhill Road, Kansas City, MO 64110 Please arrive by 8:30 a.m. to check-in.
8:30 - 9 a.m.	<b>Networking Breakfast</b> A light continental breakfast will be available.
9 - 10 a.m.	<b>Young Nonprofit Professionals Panel</b>
10 a.m. - 4 p.m.	<b>Shadow Day</b> This is your chance to learn firsthand what it is like to work for a nonprofit. Hosts will share the day-to-day experience at their job. Activities for Shadow Day might include: <ul style="list-style-type: none"><li>• Staff or Board Meetings</li><li>• Conference Calls</li><li>• Staff Introductions</li><li>• Volunteer Training</li><li>• Donor Visits</li><li>• Office Tour</li><li>• Resume Review</li><li>• Grant/Material review</li></ul>

### Share your Shadow Day Experience

Share photos and comments from your day on Instagram and Twitter!

Use #ShadowDayKC and tag @npconnect and/or @ynpnkc

### Shadow Day Follow Up

Make sure you ask for your host's business card. Consider sending a thank-you note by mail and by email. Follow up with your host and send any additional information if necessary. A great way to keep in touch with your host is to connect on LinkedIn.

### Nonprofit Connect Resources

- When looking for jobs and internships in the nonprofit sector, Nonprofit Connect has the best regional nonprofit job board available. Browse jobs on JobLink and internships on InternLink, all with nonprofit organizations.  
Visit [npconnect.org](http://npconnect.org) and click on [Career Center](#).
- Join Young Nonprofit Professionals Network of Kansas City for an event. YNPNkc provides diverse opportunities for networking and professional development around Kansas City for young professionals in the nonprofit sector, and anyone interested in working for a nonprofit organization.  
Visit <https://www.npconnect.org/young-nonprofit-professionals>

### Other Career Resources

- [Bridgespan.org/Nonprofit\\_Jobs](http://Bridgespan.org/Nonprofit_Jobs)
- [CommonGoodCareers.org](http://CommonGoodCareers.org)
- [Careers.CouncilOfNonprofits.org](http://Careers.CouncilOfNonprofits.org)
- [CareersInNonprofits.com](http://CareersInNonprofits.com)
- [Careermatch.NPTimes.com](http://Careermatch.NPTimes.com)
- [Idealist.org](http://Idealist.org)
- [NonprofitJobs.org](http://NonprofitJobs.org)
- [Nonprofit-Jobs.org](http://Nonprofit-Jobs.org)
- [NonprofitJobSource.com](http://NonprofitJobSource.com)
- [Philanthropy.com/Jobs](http://Philanthropy.com/Jobs)
- [PhilanthropyNewsDigest.org/Jobs](http://PhilanthropyNewsDigest.org/Jobs)
- [WorkForGood.org](http://WorkForGood.org)