



Be Pro Be Proud Tour Stop Logistics & Requirements

Thank you for your interest in serving as a Be Pro Be Proud Champion and hosting the mobile workshop unit. Please see the logistical information and tour stop requirements below to ensure a smooth and impactful visit.

Step 1 | Scheduling

- Submit a complete **Tour Stop Request Form**. Then, a member of the Be Pro Be Proud operations team will reach out and confirm your Tour Stop date.

Step 2 | Logistics

- **Location:** The Driver will need at least 120' x 50' of unencumbered space to maneuver the Workshop into position. This is equivalent to 18 parking spaces long x 2 spaces wide. The Tour Driver will review a Google Earth view of the host location and provide suitable location options. The Driver will discuss this with the host prior to arrival.
 - **Please Note:** The Mobile Workshop **cannot** be located in or block bus, carpool or fire lanes. Moving the Workshop after being set up will cause significant delay and potential termination.
- **Set Up and Break Down:** The Tour Team will need approximately 90 minutes for set up and break down activities. This can vary depending on site-specific needs and adjustments.
 - **Please Note:** Due to the significant set-up and break-down time, we prefer that the Mobile Workshop remain at a location for at least two days. If a school does not have enough students to occupy the Workshop for two days of visits, we recommend inviting local schools to participate as well. This allows for the most efficient and impactful use of the Mobile Workshop.
- **Level:** Any space provided must be reasonably level.
- **Entry / Exit:** Entry/exit routes must be free of obstructions at least 110" Wide by 15' High. Obstructions include curbs, shrubbery, tree limbs or any other similar hazard that can result in superficial and/or substantial damage to the Workshop. Failure to note such obstructions may result in delayed start.
- **Escort:** If entry/exit to the Host Site is problematic for a full-length commercial tractor/trailer, the host must secure police or other assistance if/when traffic must be encumbered.
- **Perimeter Designation:** This Workshop site must be marked with cones, rope or other indicators in sufficient time to prevent vehicles from parking in the designated area.

Step 3 | Planning

- **Audience:** Tours of the Mobile Workshop are for eighth grade and above. (No one under the age of 13.) Any student or child under the age of 13 must be accompanied by a parent or guardian.
- **Photography:** Teachers must inform the Be Pro Tour Team of any student that does not wish to be included in photography.
- **Supervision:** Each group requires at least one teacher on board and supervising the class of students at all times.
- **Student Ambassadors:** The Tour Team will request that the host designates 3 to 5 high-functioning students to serve throughout the tour day as Be Pro Student Ambassadors. This program is to reward students that are tuned in to the skilled workforce, who make terrific grades, and who are great at engaging with their fellow students. They will each spend the entire day with us as apprentices and will run the operations of selected simulators. They will each receive a BE PRO BE PROUD MVP tee-shirt for their participation to wear and keep. Please send your selected ambassadors out to the workshop at least 15 minutes before the first tour is scheduled to begin.
- **Briefings:** The Be Pro Tour Director will conduct briefings, either at the start of each day or the start of each period, inside a designated classroom or auditorium.
- **Tour Times:** For all school campus visits, the Be Pro Be Proud Mobile Workshop (“Workshop”) will be ready to begin receiving students/visitors at 9:00 a.m. and conclude at 3:00 p.m. All other events will begin and end as discussed with the Event Host.
- **Tour Duration:** Please allow 45 minutes for each group of students/visitors to experience all Workshop stations. Classes of 25 students tour the mobile workshop for the duration of one class period. A sample schedule can be drafted based on your event or school bell schedule.
- **Lunch:** If the Tour Team is on site for more than 4 hours, they will require a lunch break. Lunch should be determined prior to arrival and coincide with the designated lunch period provided to students.
- **Cancellation:** Be Pro Be Pro requires 14 days cancellation notice prior to your scheduled tour stop date. If the school is closed due to health and safety concerns or inclement weather, the tour stop will be cancelled. In the event of a cancellation schools may reach out to tours@beprobeproud.org to reschedule the Mobile Workshop.

Step 4 | Surveys

- **Pre-Visit Student Surveys and Post-Visit Student Surveys:** Both surveys must be completed by the majority of the students who are scheduled to and do tour the Mobile Workshop. These will take less than 10 minutes each.
- **Post-Visit Champion Survey:** This will take approximately 15 minutes or less and must be completed and submitted online within 10 days of the Tour Stop.

Step 5 | Join the Movement

- Champions must provide time and encouragement to students to Join the Movement once they've completed their Be Pro Mobile Workshop Experience. Once students select JOIN THE MOVEMENT on beprobeproud.org they will be able to connect with secondary education and training opportunities and companies in their industries of interest and career opportunities.