



**May 1-2, 2024**

# **Michigan Construction Career Days**

**Help students explore and build  
their futures!**

- Learn from real construction professionals
- Meet with Michigan colleges and universities and learn about their construction-related programs
- Interact with representatives from Michigan's leading Registered Apprenticeship programs and learn about the requirements
- Hands-on indoor and outdoor construction activities
- Operate and experience construction tools, machines, and heavy equipment

For event information, visit [\*\*www.michiganccd.com\*\*](http://www.michiganccd.com) or contact [\*\*info@michiganccd.com\*\*](mailto:info@michiganccd.com).

**Safety is first and foremost. Due to the popularity of this event, pre-registration is required.**

**Operating Engineers 324 Construction Career Center**  
275 E Highland Road, Howell, MI 48843

**MASCI**  
MICHIGAN APPRENTICESHIP  
STEERING COMMITTEE, INC



## Before MICCD: Planning for the event

**Note: A copy of the pertinent rules and recommendations is included on the Parent/Guardian Release Form.**

### **Dress code (required for participation)**

- Closed-toe shoes or boots only.
- No shorts or skirts.
- No excessively baggy clothing.
- Hard hats will be provided and are required to be worn at all times.

### **Safe behavior**

- Chaperones must stay with their students at all time. There is a minimum of one chaperone for a group of 15 students. There are no exceptions.
- There are no warnings at MICCD. Improper clothing and unsafe behavior will not be tolerated. Instructions provided by event staff and volunteers must be followed. Schools not following guidelines or putting themselves or others at risk may be asked to leave the event.
- Emergency medical personnel will be available on-site.

### **Event Details**

- This event takes place rain or shine. Make sure to dress for the weather.
- As with a standard construction job site, there are no designated areas for lunch, nor are there designated lunch times, if you choose to bring a meal with you. Please note that lunch is not provided.
- Port-a-johns are the available restroom facilities.

### **Upon Arrival**

- Your bus will be directed to either the front or the back check-in. Before anyone leaves the bus, a volunteer will board your bus and go over rules and safety information.
- When you leave the bus, make sure to take all personal items you will need during your time at the event – water bottle, medication, lunch, etc. You will not have access to your bus until the end of the event.
- The lead chaperone will go to the school check-in to verify school information and turn in parent/guardian release forms and any other outstanding forms.
- Everyone will go through the line to receive hardhats and available event SWAG.

### **What you need for check-in**

- Busing Reimbursement Form - for schools only (if not submitted already).
- Parent/Guardian Release Forms (for each student).
- Demographic Survey

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## School Registration Form

**Homeschool & individual student registration on a separate page.**

Entry to the event is FREE for all Michigan 7th-12th grade students, instructors, administrators, and chaperones, but registration is required. This event does have limited capacity and has been filling up each year, so it is important to submit your registration early. Available spots are filled on a first come, first serve basis. We will follow up with you about supporting documents.

**Registration deadline: April 12, 2024 or until the event reaches capacity.**

School name: \_\_\_\_\_  
School district: \_\_\_\_\_  
School address (number & street name): \_\_\_\_\_  
School address (city, state, zip): \_\_\_\_\_  
Contact name (Person who will receive all communication): \_\_\_\_\_  
Contact's phone: \_\_\_\_\_  
Contact's e-mail: \_\_\_\_\_

### Number expected to attend

Students: \_\_\_\_\_ Chaperones (1 per every 15 students): \_\_\_\_\_

### Which session will your students attend? (check one)

Wednesday, May 1, 2024 — 8:00 a.m. — 11:30 a.m.

Wednesday, May 1, 2024 — 10:00 a.m. — 2:00 p.m.

Thursday, May 2, 2024 — 8:00 a.m. — 11:30 a.m.

Thursday, May 2, 2024 — 10:00 a.m. — 2:00 p.m.

### Registrations require the approval of your school administrator.

Administrator's name: \_\_\_\_\_

Administrator's signature: (Form must be signed by school administrator to confirm registration)

.....  
**Please provide your signature on the line above.**

In-person registrations *not* allowed.

### Required Documents for School Registration (checklist)

- Certificate of Liability Insurance (see example; due before the event).
- Bussing Reimbursement Form (due no later than the event).
- Parent/Guardian Release Form for each student (turned in at event, not accepted early).
- Demographic Survey (turned in at event, not accepted early).

*Return completed registration form to the Center for Technology & Training at: [ctt@mtu.edu](mailto:ctt@mtu.edu) or (fax) 906-487-3409.*

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# Certificate of Liability Insurance for Schools

To complete your school registration, we need a certificate of liability insurance with information about additionally insured from your school district's insurance company. Your school administrator or principal can help obtain this document.

**Please look at the example below.** The highlighted areas show verbiage that should appear on your certificate of liability insurance.

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY)		
<p>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</p> <p>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</p>						
PRODUCER		<p>CONTACT NAME: _____</p> <p>PHONE (A/C, No, Ext): _____ FAX (A/C, No): _____</p> <p>E-MAIL ADDRESS: _____</p> <p>INSURER(S) AFFORDING COVERAGE: _____ NAIC #: _____</p>				
INSURED		<p>INSURER A: _____</p> <p>INSURER B: _____</p> <p>INSURER C: _____</p> <p>INSURER D: _____</p> <p>INSURER E: _____</p> <p>INSURER F: _____</p>				
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
<p>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</p>						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<p>COMMERCIAL GENERAL LIABILITY</p> <p>CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/></p> <p>GEN'L AGGREGATE LIMIT APPLIES PER:</p> <p>POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/></p> <p>OTHER: _____</p>					<p>EACH OCCURRENCE \$</p> <p>DAMAGE TO RENTED PREMISES (Ea occurrence) \$</p> <p>MED EXP (Any one person) \$</p> <p>PERSONAL &amp; ADV INJURY \$</p> <p>GENERAL AGGREGATE \$</p> <p>PRODUCTS - COMPIOP AGG \$</p>
	<p>AUTOMOBILE LIABILITY</p> <p>ANY AUTO <input type="checkbox"/></p> <p>OWNED AUTOS ONLY <input type="checkbox"/></p> <p>HIRED AUTOS ONLY <input type="checkbox"/></p> <p>SCHEDULED NON-OWNED AUTOS ONLY <input type="checkbox"/></p>					<p>COMBINED SINGLE LIMIT (Ea accident) \$</p> <p>BODILY INJURY (Per person) \$</p> <p>BODILY INJURY (Per accident) \$</p> <p>PROPERTY DAMAGE (Per accident) \$</p>
	<p>UMBRELLA LIAB <input type="checkbox"/></p> <p>EXCESS LIAB <input type="checkbox"/></p> <p>DED <input type="checkbox"/> RETENTION \$</p>					<p>EACH OCCURRENCE \$</p> <p>AGGREGATE \$</p>
	<p>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</p> <p>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/></p> <p>If yes, describe under DESCRIPTION OF OPERATIONS below</p>	Y/N	N/A			<p>PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/></p> <p>E.L. EACH ACCIDENT \$</p> <p>E.L. DISEASE - EA EMPLOYEE \$</p> <p>E.L. DISEASE - POLICY LIMIT \$</p>
<p>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</p> <p>Operating Engineers 324 Construction Career Center is hereby added as an additional insured for liability but only as respects to the activities performed by or on behalf of the named Insured as it represents the District's use of facilities for Construction Career Days on May 1 &amp; 2, 2024.</p>						
CERTIFICATE HOLDER				CANCELLATION		
<p>Operating Engineers 324 Construction Career Center</p> <p>275 East Highland Rd</p> <p>Howell, MI 48843</p>				<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p>		
				<p>AUTHORIZED REPRESENTATIVE</p>		

ACORD 25 (2016/03)

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# School Busing Reimbursement Form

Each school (or schools registering together) that are arranging for paid transportation are eligible to submit a School Busing Reimbursement Form.

The \$200 busing reimbursement is limited to one per school (or schools registering together). **Checks can only be made payable to your school or school district** and will be processed after the event once we confirm attendance.

Schools using personal vehicles for transportation are not eligible to submit this form.

### Contact information (for questions and verification)

School name(s) as listed on the registration (must match):

Contact's name: \_\_\_\_\_

Contact's phone: \_\_\_\_\_

Contact's e-mail: \_\_\_\_\_

### Check mailing information

Make check payable to: \_\_\_\_\_

Attn (if applicable): \_\_\_\_\_

Street address: \_\_\_\_\_

City, state, zip: \_\_\_\_\_

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## Parent/Guardian Release Form

This form is required for each student, regardless of registration type.

Student Name (please print): \_\_\_\_\_

School Name: \_\_\_\_\_

I hereby grant permission to the school and/or event organizers to photograph and/ or videotape the above student for media and public relations purposes.

I understand that the school accepts full responsibility to supervise the students participating in the Michigan Construction Career Days (MICCD). MICCD organizers, exhibitors, and sponsors or their employees shall not be liable for any injury.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

.....  
Please provide your signature on the line above.

These should be turned in by the lead chaperone during check-in at the event. They will not be accepted early. Parent/Guardian Release Forms should not be attached to school permission slips.

----- **CUT THIS PART OUT AND SAVE** -----

Hello parents/guardians,

Michigan Construction Career Days (MICCD) is a unique event that lets students see how they can get started with building their futures. MICCD features opportunities to learn from real construction professionals, learn about apprenticeships and college opportunities, get hands-on experience at booths featuring a variety of trades, including heavy equipment operation.

This event depends on the safe behavior of every participant to ensure the day is safe and fun. Please read through the bullet points below with your students so they are prepared for the event.

### SAFETY

- Required Dress Code: closed-toed shoes or boots only, no shorts or skirts, no excessively baggy clothing, hardhat (provided).
- Chaperones must stay with their students at all times.
- There are no warnings at MICCD. Improper clothing and unsafe behavior will not be tolerated. Instructions provided by event staff and volunteers must be followed. Schools not following guidelines or putting themselves or others at risk may be asked to leave the event.
- Emergency medical personnel will be available on-site.

### EVENT DETAILS

- This event takes place rain or shine. Make sure to dress for the weather.
- As with a standard construction job site, there are no designated areas for lunch, nor are there designated lunch times, if you choose to bring a meal with you. Please note that lunch is not provided. Port-a-johns are the available restroom facilities.

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## Homeschool & Individual Student Registration Form

Entry to the event is FREE for all Michigan 7th-12th grade students, instructors, administrators, and chaperones, but registration is required. This event does have limited capacity and has been filling up each year, so it is important to submit your registration early. Available spots are filled on a first come, first serve basis. We will follow up with you about supporting documents.

**Registration deadline:** April 12, 2024 or until the event reaches capacity.

Student name: \_\_\_\_\_  
School name (if applicable): \_\_\_\_\_  
Home address (number & street name): \_\_\_\_\_  
Home address (city, state, zip): \_\_\_\_\_  
Parent/Guardian name: \_\_\_\_\_  
Contact's phone: \_\_\_\_\_  
Contact's e-mail: \_\_\_\_\_

### Number expected to attend

Students: \_\_\_\_\_ Chaperones (1 per every 15 students): \_\_\_\_\_

### Which session will your students attend? (check one)

Wednesday, May 1, 2024 — 8:00 a.m. — 11:30 a.m.

Wednesday, May 1, 2024 — 10:00 a.m. — 2:00 p.m.

Thursday, May 2, 2024 — 8:00 a.m. — 11:30 a.m.

Thursday, May 2, 2024 — 10:00 a.m. — 2:00 p.m.

### Required Documents for Homeschool & Individual Registration

- Copy of the driver's license of the main chaperone (due before the event).
- Copy of the insurance card (front/back) that covers the student attending (due before the event).
- Parent/Guardian Release Form for each student (turned in at event, not accepted early).
- Demographic Survey (turned in at event, not accepted early).

*Return completed registration form to the Center for Technology & Training at: [ctt@mtu.edu](mailto:ctt@mtu.edu) or (fax) 906-487-3409.*

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## Demographic Survey

Michigan Construction Career Days (MICCD) Center requests your help! Please let us know who is attending this event in order to help us improve upon it. Please fill out this form in its entirety before arriving at the MICCD event.

School: \_\_\_\_\_

County: \_\_\_\_\_

### Students attending

# Total: \_\_\_\_\_ # Male: \_\_\_\_\_ # Female: \_\_\_\_\_

### Grade level of students attending

# 7th grade: \_\_\_\_\_ # 8th grade: \_\_\_\_\_ # 9th grade: \_\_\_\_\_

# 10th grade: \_\_\_\_\_ # 11th grade: \_\_\_\_\_ # 12th grade: \_\_\_\_\_

### Race of students attending

# African American: \_\_\_\_\_

# Asian/Pacific Islander: \_\_\_\_\_

# Hispanic: \_\_\_\_\_

# Native American: \_\_\_\_\_

# White (not Hispanic): \_\_\_\_\_

Please return this form at check-in so we have the most accurate representation of students attending. Forms cannot be accepted before the event. Thank you!

Return completed registration form to the Center for Technology & Training at: [ctt@mtu.edu](mailto:ctt@mtu.edu) or (fax) 906-487-3409.

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## Driving Directions

The Operating Engineers 324 Construction Career Center is located at 275 East Highland Road (M-59) in Howell, Michigan 48843.

### From Detroit Area

- I-96 Westbound to Exit 137: Pinckney Road/D-19
- Exit north onto Pinckney Road/D-19 (turns into Michigan Avenue at Mason Road) to the 6th traffic light
- Turn right (east) onto M-59 (Highland Road)
- Go 1000 feet; turn left (north) into parking lot

### From Lansing Area

- I-96 Eastbound to Exit 133: M-59
- Exit east onto M-59 (Highland Road)
- Go 4 miles; turn left (north) into parking lot just past Michigan Avenue

### From Pontiac Area

- M-50 Westbound
- Approximately 8 miles west of M-59 and US-23 junction, turn right (north) into parking lot just before Michigan Avenue

### From Flint Area

- US-23 Southbound to Exit 67: M-59
- Turn right (west) and go 8 miles
- Turn right (north) into parking lot just before Michigan Avenue

### Parking

Buses park after the chaperones and students have disembarked. Parking is available at the MICCD site. Buses will be directed to the parking area by the Welcome Guide.

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