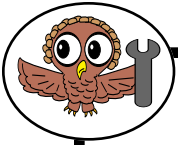


Finding Career Speakers

- 1. Guidelines for Finding Career Speakers**
- 2. Job Categories**
- 3. Speaker Contacts**
- 4. Letters to Speakers**
- 5. Memos to Teachers**
- 6. Interview Questions**
- 7. Speakers Master List**
- 8. Calendar**
- 9. Elementary Assembly Activities**



Dear Sir or Madam:

Our school is using the *WiseSkills* program, which includes regularly bringing in a variety of guest speakers from the community who share briefly about their careers and how they have found success in life. This allows students to see positive role models in their community and exposes them to career possibilities for their futures.

We would like to know if individuals working for your business or organization would be willing to come and talk with our students one day for 10-20 minutes. Speakers do not need to give a large presentation but simply share with students about what they enjoy about their career and what has helped them find success. This exposes our children to adults working in the community in various occupations.

If you or someone else would like to come to our school one day during this school year, please contact me using the information below:

Thank you very much.

Sincerely,

WiseSkills Community Coordinator

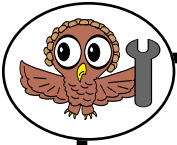
Museums

Museums not only offer resources for the class to use while studying various subjects, but they can also offer ways for students to get involved in their local community. Teachers could have students contribute to a museum exhibit that ties into their class curriculum. Museum projects would work best with older students.

Service Projects

1. Gather oral histories from older members of the community and make a booklet
2. Help gather historical photographs and artifacts from the community for an exhibit on local history
3. Help put together an exhibit at the museum
4. Help organize information and materials for museum projects.

Museum	Contact	Address	Phone	E-Mail



Dear

Thank you for allowing our students the opportunity to work with your organization to serve our community. Hopefully these will be memorable experiences for children that will inspire them to be active citizens as they get older.

Below is a confirmation of the work students will be doing with you, including the dates and times they will come.

Age of Students: _____ **Name of Teacher:** _____

What Students Will Do: _____

Date(s):					
Time(s):					

Again, thank you for having our students engage in such a meaningful project. If you have any questions, please feel free to call me at the number below.

Sincerely,

WiseSkills Community Coordinator