

Station #3 – Strategy / Plan of Action

Grant application is requesting funds for initiating a CTE (Career & Technical Education) based career fair at your high school which will include all sixteen career pathways.

SAMPLE A

Present idea to administration and gain approval

Form planning committee (students & staff) from high school

Compile list of area businesses representative of each career pathway

Draft flyer promoting career fair and cover letter for potential presenters (Tech Ed Dept.)

Formulate mailing labels, prep bulk mailing and sent out (Business Ed Dept.)

Contact keynote speaker (FCS Dept.)

Arrange space utilization of school for day of event (Agri-Science Dept.)

Update school administration, establish time schedule for day

Promote with students

Provide refreshments for presenters (Tech Ed Dept.)

Establish process for students to sign-up for career pathways they are interested in (FCS Dept.)

Process student responses and create schedules (Business Ed Dept.)

Create and mail out confirmations to presenters (Agri-Science Dept.)

Create signage for day of career fair (Tech Ed Dept.)

Greet presenters, give welcome, provide directions, answer their questions (FCS Dept.)

Distribute Schedules to students for career fair (Business Ed Dept.)

Coordinate with custodial staff and IT staff regarding set-up needed in classrooms, commons and auditorium

Thank presenters

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SAMPLE B

Plan event (who, what, where, when)

Maintain ongoing communication with presenters, administration, staff & parents

Market / publicize at school and in community

Plan use of facility space for career fair

Create mailings, establish mailing list, send out mailings

Create time schedule for students to rotate through 8 pathways in morning and remaining 8 pathways in the afternoon

Provide hospitality for presenters & thank you notes/gifts

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SAMPLE C

Brainstorm with students how to best learn about career pathways

Conduct feasibility study to measure suggestions by students

Research ways to utilize technology to explore career pathways

Discuss the idea of students completing 5 career pathway experiences during a semester which would result in class credit or a diploma endorsement

Group of students and staff process all these ideas, agree on meaningful career pathway experiences for students (i.e. career fair, job shadowing, interviews, field trip, virtual tour)

Program is presented to staff

Program is presented to community stakeholders

Program is presented to one grade level of high school students

Students select 2 career pathways that interest them

Career fair brings in resource people for pathways students selected – fair will serve as one of five required career pathway experiences during the semester

Students complete reflections of their career pathways and info presented during fair

Show appreciation to presenters

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SAMPLE D

Student leaders meet with administration for career fair approval

Identify stake holders to serve on career fair steering committee

Meet with steering committee to: introduce idea of career fair, share what is needed for fair, define role of steering committee, distribute list of career pathways and list potential presenters for each pathway, ask for their recommendations regarding time of day / day of the week / season of the year, student leaders share committee structure they have come up with and gain feedback from steering committee

Student leaders debrief after meeting and formulate duties of each committee

Student leaders meet with administration to present their plan of action

Form committees and proceed with list of tasks for each group. Committees are:

- Presenters
- Student sign-up
- Mailings
- Facilities & hospitality
- Marketing

Committees post their progress each week electronically

Committee meetings as needed

Day prior to career fair:

- Distribute student schedules during lunch by student leaders
- Check set-ups with IT staff and custodians
- Prep “meet & greet” area for presenters
- Double check with keynote speaker
- Get signage up

Day of event:

- Make PA announcements

- Welcome presenters, time for snack and share career fair time schedule and other details
- Introduce keynote speaker
- Assist presenters with finding their room / space

Follow up by thanking everyone

Source: Julie Martin, School District of New Glarus, and Catherine Lader, WAFCS Protégé Plus, January 2016, updated February 2016