



Mitchell High School

416 Ledger School Road

Bakersville, NC 28705

Phone: 828-766-3400 Fax: 828-688-4847

Dear _____,

On Thursday, March 21st, 2013, Mitchell High School's Freshmen Advising Team is hosting a Community Involvement/Career Day for our freshmen class. The event will take place from 9:00 a.m. and end at 2:45 p.m. The Community Involvement/Career Day will introduce over 130 students to what our community has to offer as well as what they can offer our community.

It would be greatly appreciated if you would share your knowledge with us. If you or someone you know has the time and extensive knowledge of your career field or community service, please respond via email or the enclosed registration form. In order to give us time to inform the students of the presenters attending, please respond by Friday, March 1st.

The day will be split to include workshops that students will rotate to attend. The day will conclude with a career fair in which booths will be available for you to provide information in a more informal setting. If you choose to participate in the workshops, we ask that you prepare a 10-15 minute presentation. There will be three different workshop sessions and you are asked to present at each of the sessions. We ask that you share information about your daily work activities, your education, related careers within your area, and anything else you believe may be of interest to the students. You are welcome to bring videos, handouts, brochures, etc. Computers and internet will be available at your request. You may also bring your own equipment. For the career fair, tables will be provided. We can also provide electrical outlets if needed.

Light refreshments will be provided throughout the day. There will be a one hour lunch break in which you are welcome to leave campus. You may also choose to stay and eat with students during this time.

Your participation will make this Community Involvement/Career Day a successful and informational experience for all. If you have any questions or concerns, please contact Shelby Barrier at barriersl@mhslive.net. We are looking forward to your participation. Thank you for your time and any services you can render.

Sincerely,

Shelby Barrier
Community Involvement/Career Day
Team Member

Freshman Community Involvement/Career Day

Mitchell High School
Thursday, March 21, 2013
9:00 am – 2:45 pm

Company/Group Name: _____

Name of person attending: _____

Contact Information: _____

My company/group:

_____ is not able to participate this year

_____ would like to participate in workshop sessions only

_____ would like to participate in career fair booth only

_____ would like to participate in both workshop and career fair

Will you require any resources (laptop, projectors, etc.)?

Please email this complete form to Shelby Barrier at
barriersl@mhslive.net or mail it to:

Mitchell High School
C/O Shelby Barrier
416 Ledger School Road
Bakersville, NC 28705