

SAMPLE - Speaker Invite

Chicago Cubs
Community Relations
1060 W. Addison
Chicago, IL 60613

February 17, 2009

Hello,

My name is Kelly Kenny, and I am the Career & College Resource Counselor at Oak Lawn Community High School in Oak Lawn, IL. My job here is to help students connect classroom learning to real world experiences. One of the ways I do this is through various career programs that host speakers from various aspects of the working world to share their experiences.

I am currently planning a career event for March, and am looking for a sports statistician to correlate with our theme for Math Week. The program name is Lunch with a Professional. The speaker would meet with 6 groups of students for approximately 25 minutes each to talk about their career path. This specific program falls during Math Week, so we are trying to focus on a fun career that uses math.

I would appreciate any help in contacting someone from the Cubs organization who would be able and willing to participate. I can be contacted using the information provided below.

Thank you in advance for any help you may be able to provide.

Sincerely,

Kelly Kenny
Career & College Resource Counselor
Service Learning Coordinator
Oak Lawn Community High School
Student Services Office 117
9400 Southwest Highway
Oak Lawn, IL 60453
708-741-5853
kkenny@olchs.org

SAMPLE - Speaker Confirmation Packet

April 7, 2009

Hello Mike!

Thank you for volunteering to participate in Oak Lawn Community High School's Lunch with a Professional. I greatly appreciate your willingness to share your career experiences with our students.

Enclosed is some information for you about the day. I hope you find this helpful. If you would, please take a minute to fill out the form on the back of this page so that I can ensure that all preparations are made for your visit. If you have any questions or concerns, please call me and I will make every effort to help however I am able.

Again, thank you so much for your participation! I look forward to meeting you on April 14!

Kelly Kenny
Career & Service Learning Facilitator

Oak Lawn Community High School
9400 Southwest Highway
Oak Lawn, IL 60453
Ph: (708) 741-5853
Fax: (708) 741-5850
kkenny@olchs.org



Presenter Information

OLCHS Lunch with a Professional

Name of Presenter: _____

Career/Occupation: _____

Name of Company/School: _____

Address of Company/School: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax: _____

Email: _____

Will you provide informational materials? YES NO
(If NO, I will provide a handout from a career source.)

Do you need Audio/Visual equipment? YES NO

Additional questions or comments:

Please return by **as soon as possible**, via email, fax, or phone with requests or questions.

Thank you,

Kelly Kenny
Career & Service Learning Facilitator
Phone: (708) 741-5853
Fax: (708) 741-5850
Email: kkenny@olchs.org

Oak Lawn Community High School

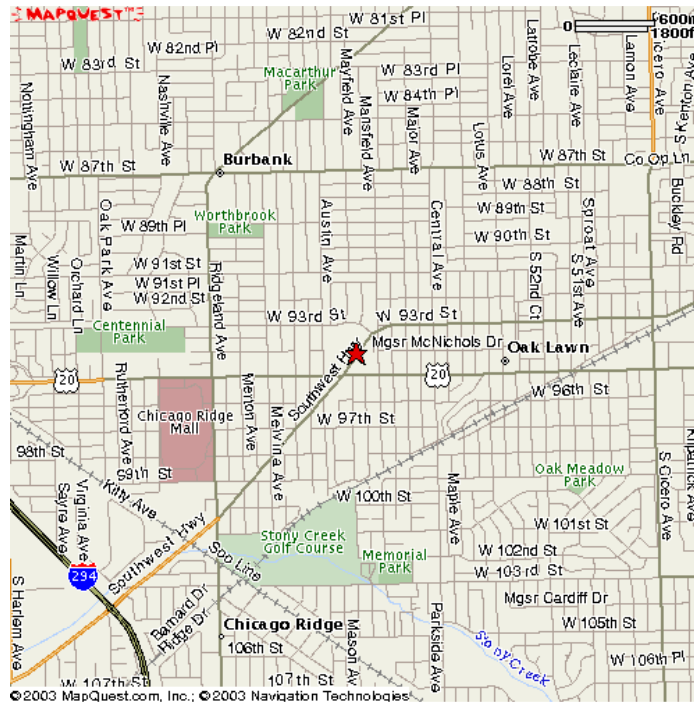
Driving Directions

From I-294, take the 95th Street East exit. Proceed approximately 1.7 miles East on 95th Street and make a left on Southwest Highway.

From Cicero, turn West (right) on 95th Street to Southwest Highway. Turn right on Southwest Highway.

On Southwest Highway, go North and make an immediate left (about 300 feet after the turn). Parking is available in the Visitor's parking lot on the left. A detailed parking map is on the back of this page.

Once parked, proceed to the doors where a Dean's Assistant will meet you and issue a Visitor's Pass. I will also be there to meet you when you arrive!

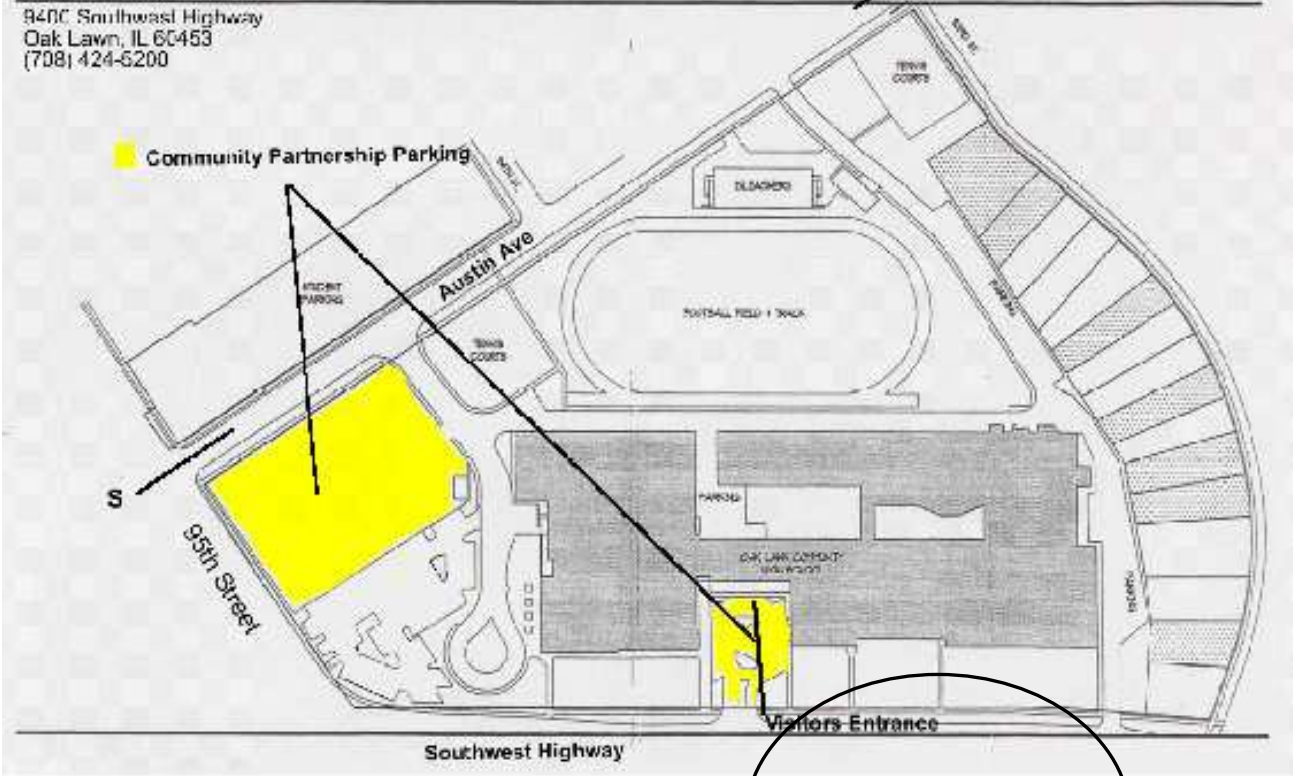


Bell Schedule

Period	Start	End
1	7:45	8:35
2	8:39	9:29
3	9:33	10:30
4A	10:34	10:57
4B	11:01	11:24
5A	11:28	11:51
5B	11:55	12:18
6A	12:22	12:45
6B	12:49	1:12
7	1:16	2:06
8	2:10	3:00

Oak Lawn High School

840C Southwest Highway
Oak Lawn, IL 60453
(708) 424-6200



Oak Lawn Community High School Lunch with a Professional

Suggestions for Lunch with a Professional Speakers

This statement is assembled as a possible means to help the speaker in organizing his/her talk. It includes some general suggestions as well as specific points that probably should be covered in a discussion of this kind. The speaker should, however, feel free to organize the discussion in any way he/she thinks best and to use these suggestions in accordance with the situation at hand.

General Suggestions

The purpose of the presentation should be to provide students with information about occupations in the speaker's field of work. Such facts should be presented with no view in mind to "sell" the occupation or to express undue optimism or pessimism. The "keep-your-shoes-shined, hair-combed, fingernails-clean" approach is very often emphasized at the expense of presenting some of the more fundamental facts that distinguish the field.

A statement from the career speaker indicating the need for further student inquiry and self-appraisal and emphasizing the importance of good grades, good attendance, extra-curricular activities, and course selection while in high school will provide a good contribution. These factors will contribute to student success in the adult world.

Suggested Topics for Career Talks

A description of the work in the field of the speaker is essential, so that a person who knows nothing about it will get a fairly clear picture of it.

The importance of the field should be outlined. What kind of education do the occupations demand on an elementary, high school, vocational school, or college level? Has this demand been changing in the past years, and is it likely to change in the future? What school subjects are basically important for occupations in the field? Is an apprenticeship or its equivalent necessary? If requirements are met, what "stepping stones" can be expected?

The special personality traits that are basic in order to achieve a degree of success in this field should be listed.

Rewards in the field should be reviewed. Such items as average yearly income, method of payment, average wages per hour, opportunity for savings, beginning wage, and the income level, comparative income with other fields, old age pension opportunities, and age deadline are all considered important from the standpoint of an occupational analysis.

Favorable and unfavorable features of the field should be analyzed. It is well at this point to face squarely both the routines and the extremes of the field. Are there elements of the work which make it extremely interesting or stimulating for the average person and, on the other hand, are there some which make the work difficult, hazardous, uncertain, or insecure? Young people should face these facts now so that they will not be disillusioned later.

Opportunities in the field should be surveyed. To what extent is Chicago a center for this field? Is it likely that a person following this work may have to leave Chicago to find greater opportunities? Where can further information be obtained for the young person who is particularly interested?

Questions Students May Want To Ask Participants

1. What are your responsibilities?
2. What is a typical day like for you?
3. What do you usually wear on your job?
4. How important are good reading, writing, math and listening skills for your job?
5. Do you use a computer or other technology for your job?
6. How much education is needed for your job?
7. What courses will best prepare me for the workplace?
8. What are the specific skills that a person would need for your job?
9. What did you learn in school that has helped you the most?
10. What do you wish you had studied more in school?
11. What is the salary range for your job?
12. What would you consider the best benefit of your job?
13. Are there possibilities for advancement?
14. Are there union requirements?
15. Did you need licensure or certification for your job?
16. What is the job outlook for the future?
17. What advice do you have for those interested in your field?
18. Why did you select this type of work?
19. Where in the world has this work taken you? Have you enjoyed your travels? What places do you anticipate you will travel to in the future?
20. Did you need any training in foreign language? Would it be beneficial?
21. What is your favorite part of your day-to-day work?
22. What is your least favorite part of your day-to-day work?
23. Can you share a story of a situation that challenged your ethics?
24. What is the number one mistake people make in your line of work?
25. What volunteer work or part-time job might I be a part of in order to gain experience in this area?

SAMPLE - Student Invite

You're Invited!

Your counselor has notified me that you might be interested in a career involving computer and/or video games.

Please consider joining us for Lunch with a Professional this Friday, Feb. 15th. We will be meeting with a professor from Elmhurst College who teaches classes in the Gaming and Entertainment Technology field.

FREE pizza and pop will be served!

If you are interested in attending, please sign up in the Student Services office by Thursday.

Hope to see you there!

Mrs. Kenny

SAMPLE – Student Reminder

Don't Forget!

You have signed up to participate in Lunch With a Professional TODAY during your lunch period. Please arrive on time to **The Media Center** in order to avoid being marked tardy.

Pizza and pop will be served, and we will be meeting with Aaron Towns. Mr. Towns will first tell you a bit about his career as a business professional and entrepreneur, and then you will have the opportunity to ask questions.

Thank you for signing up, I look forward to seeing you for lunch!

Mrs. Kenny

SAMPLE – Sign Up & Attendance Sheet

Lunch With A Professional
Aaron Townsend – BYE

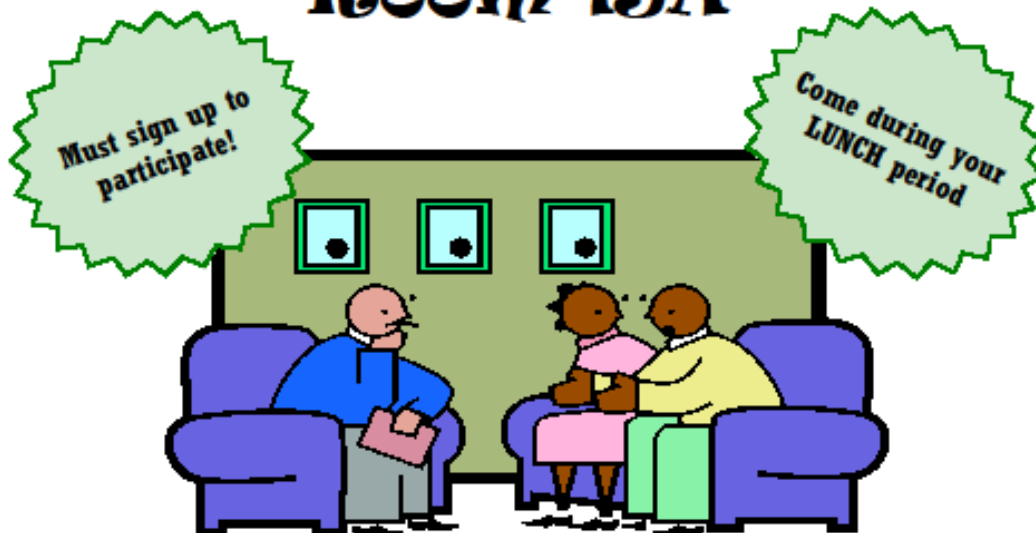
Friday, Sept. 11

	Name	I.D.#		Name	I.D.#
1			11		
2			12		
3			13		
4			14		
5			15		
6			16		
7			17		
8			18		
9			19		
10			20		

SAMPLE – Advertisement

Lunch with a Professional

Friday, November 14
Room 19A



Enjoy **FREE PIZZA & POP** with Dr. Gerry Sweis, a clinical psychologist specializing in addictions therapy, and learn about different career opportunities in the field of psychology.

Sign up with Mrs. Kenny in the Career Center (117)
by Wed. Nov. 12