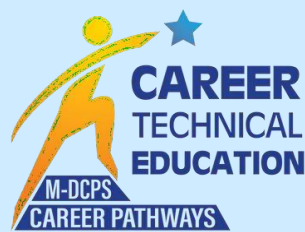


CAREER FAIR TOOLKIT

Explore this comprehensive toolkit to designing a successful career fair. Navigate your path to success with these valuable insights and essential tips to maximize the impact of your event for students.

Let this toolkit help you explore the vast possibilities for this essential opportunity to strengthen community partnerships and expand career pathways for your students.



*Division of Academics
Department of Career and Technical Education*



M-DCPS

Department of Career and Technical Education

Career Fair Toolkit

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M-DCPS

Department of Career and Technical Education

Career Fair Toolkit

PURPOSE

This toolkit provides information to help you design an effective and engaging Career Fair for your students as required by [Senate Bill 240](#).

Senate Bill 240 language:

Section 1001.43, F.S., is amended to add language on the recognition of career achievement and career scholars to this section of law. In addition, a requirement that, starting in the 2023–24 school year, all district high schools must host a career fair, either individually or as a collaboration between multiple high schools and/or districts was added to the statute. The career fair must be during the school day, held on the campus of the high school or within reasonable driving distance, cater to grades 11 and 12, and allow students to meet or interview with potential employers.

Districts are encouraged to collaboratively support the coordination of career fairs across their district in collaboration with local chambers of commerce, CareerSource, and economic development agencies.

“Researchers have found that students’ participation in career interventions, such as career exploration classes and career fairs, led not only to improved scholastic achievement, but also to more successful outcomes in students’ lives ...” Jason J Horstman, EdD¹

OBJECTIVE

The objectives of hosting a Career Fair include:

- provide students the opportunity to learn about a variety of careers
- provide students the opportunity to meet employers and practice professional behavior
- help students understand the education, credential or degree needed for various careers
- provide a real-world context for students to present their digital portfolios, resumes, and interview skills
- provide students the opportunity to connect with local commerce and social service occupations
- provide opportunities for local employers to interact with future employees
- provide opportunities for local employers to inform students and teachers about immediate and future industry demands
- foster connections that could lead to mentorships, internships, and apprenticeships for students

STUDENT GRADE LEVEL

This toolkit is intended for those planning career fairs for high school students in grades 11 and 12.

¹Horstman, JJ (2017) Comparing Career Decision among high school students. Downloaded 01/09/2024.
https://etd.ohiolink.edu/!etd.send_file?accession=findlay1500763334896801&disposition=inline

TARGET AUDIENCE FOR THIS TOOLKIT

The Career Fair Toolkit is written for school site personnel interested in designing a career fair for their school. However, academy leaders, Activity Directors school counselors, school administrators could potentially benefit from this resource as well.

TOOLKIT CONTENTS

- Overview of a career fair–What & Why
- Checklist for a successful career fair
- Sample documents:
 - Create a career fair planning committee (CFPC)
 - Invitations to potential business representatives
 - Tracker for business responses
 - Table signs & tent cards
 - Donation solicitations
 - Volunteer, student and staff interest and feedback surveys
 - Thank you letters
 - Purpose/Schedule/Logistics for teachers
 - Student Prep–Guide for teachers
 - Student Prep suggestions
 - Sample engagement activities
 - Debriefing Guide

The Career & Technical Education (CTE) Programs are responsible for developing and maintaining educational programs that prepare individuals for occupations important to Florida’s economic development. Each program is aligned to a career cluster and is detailed in curriculum frameworks. With partners from education, business and industry, and trade associations, the curriculum frameworks include program standards that are both academically integrated and responsive to business and industry.

A career fair has the potential to spur interdisciplinary collaboration with core subjects as teachers prepare students for meaningful engagement with local businesses participating in the career fair. Perfecting resumes, selecting samples for professional portfolios, and soft skills development are areas every teacher can support.

Seven Essential Professional Skills

The seven essential professional skills (oftentimes referred to as “soft skills”) in demand are:

1. Teamwork. With effective teamwork, teams are more productive, deadlines are met, relationships with team members are strengthened and knowledge is shared
2. Problem solving
3. Communication
4. Adaptability
5. Critical thinking
6. Time management
7. Interpersonal skills



What is a Career Fair?

A career fair, sometimes called a career expo, hosted by a high school is an event in which industry professionals gather in one place with the goal of helping students learn about a variety of careers and the educational pathways to those careers.

Why Host a Career Fair?

Career and Technical Education courses work to increase the number of students prepared to enter and succeed in postsecondary education and the world of work.

- Compared to high school graduates, students who complete some form of postsecondary education are more likely to: do work they enjoy; have more stable employment even through economic downturns; earn more money over their lifetime; and make a difference in their community.
- [Senate Bill 240](#) requirement added to the statute, starting in the 2023–24 school year, requires all district high schools to host a career fair, individually or as a collaboration between multiple high schools and/or districts.

We believe that all students should have equal access to career information and resources when making choices about their future. School/district–hosted career fairs are a way to improve access to valuable information about career and education pathways. Career fairs provide all students at a school, or in a community, the opportunity to talk directly with professionals from a variety of occupational fields to learn about their work, the education and credentials required for their field, and to receive tips and advice for steps to take in high school to position themselves for success in a variety of careers.

A career fair, or expo, alone, can also contribute to postsecondary enrollment or post–graduation employment in academy–aligned career fields. Implemented in a developmentally appropriate and engaging way, and with the assistance of relevant and dynamic career representatives, a career fair/expo, can create meaningful engagement and intrigue students and lead to desirable postsecondary outcomes.

This toolkit provides information and sample documents to help you accomplish this goal and satisfy the [Senate Bill 240](#) high school career fair requirement.

Please contact the Department of Career & Technical Education (DCTE) for additional information and/or assistance with planning your career fair at 305–693–3030.



Checklist for a Successful Career Fair

Please use the checklist below and the referenced resources included as downloadable, editable attachments in this toolkit to plan and host a successful career fair.

PRE–EVENT PREPARATION

- **Establish a working Action Plan with your Career Planning Committee**

A career fair is a purpose driven event. As you approach each of the steps below, ensure you fine tune your plans and action steps as needed to accomplish a successful and meaningful event.

- **Review your CTE Successful Career Fair workplan task(s) related to this event**

For some schools, this is their first–ever career fair, while for others, this may be an established annual event. Any prior experience should be considered when developing your workplan. Your workplan will also indicate who from your school and/or district are committed to helping plan and implement your event.

- **Review data from your students’ most recent surveys**

Survey data will inform you about your students’ career interests. That data, along with your school’s magnet/academy themes along with local industry needs, will help determine which companies/organizations and postsecondary institutions to invite to participate in your career fair.

EVENT PLANNING

- **Meet regularly, with those identified on your workplan as the Career Fair Planning Committee**

At these meetings, the committee should:

- **Decide which grade levels will be involved.** Remember, Senate Bill 240 mandates all 11th and 12th grade students must have access to a school sponsored Career Fair/Expo. This may be specified in your workplan. Keep in mind that freshmen and sophomores may have vastly different needs than juniors and seniors, so involving all grades will require more planning.

- **Review data sets together.** You may obtain pertinent information from students, industry partners and staff to inform your planning and work.

- **Discuss and resolve the event structure with the Career Fair Planning Committee.** This may be specified in your career fair workplan. This ensures all students have the opportunity to participate. **Senate Bill 240 requires a daytime career fair.** Further, industry professionals and employers are more likely to say yes to your invitation if they know they will have the opportunity to reach a large number of students.

- **Discuss and resolve date(s), time(s), location(s).** The career fair should be long enough to allow each group of students at least a class period in attendance. Consider specific ways to engage students in the event so they are not simply herded through the fair. See the appendix of this document for engagement activity ideas.

- **Review any district and school policies and procedures relevant to event planning,** such as reserving space, soliciting donations, the volunteer approval process, etc.

- **Create a plan for preparing students for the event** – who, when, what, how. The sample documents in this toolkit are written assuming specific teachers (e.g., all 1st period teachers) are designated to prepare students for the event.

- **Create a plan for marketing the event to:** students; (see Sample – Flyer); industry professionals/representatives (see Sample– invitations and Sample – press release)

- **Brainstorm businesses and organizations to invite based on the student’s survey data,** assign

contacts. Try to have representation from all 16 career clusters or programs offered at your school, if possible.

- ❑ **Monitor responses to invitations**; follow up with non-responders and expand the list of invitees, as needed to assure a good mix of participants. (See Sample- Tracking Document)
- ❑ **Create a plan for ensuring educators at the school are aware of the event**, the value of such an event, and their role in preparing students for the event and chaperoning students during the event
- ❑ **Discuss and resolve event logistics**, staffing, details, and materials needed before during and after the event
- ❑ **Discuss and resolve feedback/survey plans** (from students, staff, and industry reps). See sample – surveys. Maintain records of meetings and notes for future reference for future career fairs.
- ❑ **Create and monitor progress on a project management plan**, based on these “Event Planning” steps and the “Student Preparation,” “Event Hosting,” and “Post Event” steps listed below, with deadlines, to ensure that all tasks are completed on time.
- ❑ **Communicate regularly with your principal/supervisor** about the committee’s plans and progress.
- ❑ **Get principal/supervisor approval as needed.**
- ❑ **Submit required Event Notification Forms**
- ❑ **Invite Business Representatives; Track responses**
See sample invitations in this toolkit. Your invitations should encourage businesses to bring visuals, hands-on activities, and tools of their trade, as our sample does. See the photos in this document for examples of interactive booths. Track the responses you receive to your invitations on a spreadsheet, with contact information. See Sample 2.
- ❑ **Prepare/Create the materials you will need for the Career Fair**
 - For Business Reps and other guests
 - Table signs and/or tent cards with name of business, career cluster and representative name(s).
 - Name tags
 - Surveys
 - For teachers/high school staff
 - Purpose / Schedule / Logistics of event and event prep
 - Toolkit for preparing students for the event
 - Instructions for debriefing the event with students
 - Surveys--pre and post event
 - For students
 - Prep for Students, including industry rep questions
 - Engagement activity ideas
 - Student Survey
 - For school
 - Promotional flyers or posters
 - Social Media Campaign – Instagram, school website
- ❑ **Designate an event photographer**
Consider students, staff and/or volunteers as options. If a photographer is one of your career reps, consider whether s/he could take photos at the event while talking to students.
- ❑ **Arrange for refreshments or lunches for volunteers.** Based on the timing of your event, reps may need only water, coffee, and a light snack, or may need lunch. Check your school’s budget to see if funds could be designated for food for this event. Consider having your school’s Culinary Arts

students cater the food, if applicable. Order or solicit donations for food for the industry partner participants for the date of the event.

- **Solicit donations for prizes, or purchase prizes for completed participation cards** Consider school supplies, college or sports themed items, preferred school parking spots, or movie passes. Teachers may want to incorporate the career fair as part of an assignment or give extra credit for engaging in some way.
- **Communicate regularly with confirmed participants.** One week before the event, email reminders to all confirmed industry partners. Plan how you will receive these participants once they arrive for the event. Will there be a welcome packet provided at the event or will this be provided via email prior to the event? The Welcome Packet should include a thank you letter or certificate, a map of the event and the schedule, a post survey form, along with any other pertinent information.

STUDENT PREPARATION

- One week prior to the event, using the teacher guide, designated teachers (e.g., 1st period) explain to students the event purpose and logistics, distribute and review Student Career Fair Preparation document, including expectations for behavior, attire, and how the Participation Cards work
- Daily, for the week leading up to the event, make PA announcement reminders of the event and attire for participants that day.

EVENT HOSTING

- Day before, or morning of, as applicable, designated staff set up, and decorate space according to established plan
- Designated person(s) greets volunteer reps from businesses / organizations, gets them set up at their assigned tables, and asks them to complete and submit a post-event survey before they leave the event.
- As teachers prepare to escort their students to the event space, they distribute participation cards to every student, reiterate expectations and request participation in the post event feedback process
- Designated photographer takes photos throughout the event, posting live on social media, as allowed. Follow district policy; obtain photo release forms as needed
- Designated student/staff member ensures all industry partners/career reps are provided appropriate refreshments, including water at each table
- Before the end of the event, Career Fair Planning Committee members and/or student government and students personally thank each volunteer as they pack up for the day, ask them to complete the survey and offer to assist with carrying things out, as appropriate.

POST EVENT

- Designated staff clean up space, return furniture, etc.
- Collect and review participation cards with committee; complete drawing for prizes from pool of eligible students (based on completed participation cards). Be sure you keep participation cards together based on the teacher/period, so you can easily return them.
- Designated teachers administer student survey in class no later than the day after the event, preferably, immediately after the event.
- Distribute or Email link to event survey to all staff
- Collate results of surveys, review with committee and Principal, then distribute more broadly as deemed appropriate/necessary
- Process and post event photos, as deemed appropriate. Consider emailing photos to all staff with a “thank you for your support and cooperation” and data on the impact of the fair based on surveys. Also, consider posting on your school’s website.

- Send thank you note or email to all volunteer participants from the industry, post-secondary community, and others. Consider including photographs and data on the impact of the fair based on surveys.
- Within one week of event, return participation cards to designated teachers. Designated teachers return them to their students and facilitate a debriefing.

List of Sample Documents

Community Partner Volunteers

1. Invitations to potential business representatives with commitment form
2. Tracker for business and community partner responses
3. Table signs and tent card templates
4. Donation solicitation
5. Business Representative Post-Event Feedback Survey
6. Thank You letters

School logistics, teacher communication, student preparation materials

7. Purpose/Schedule/Logistics for teachers
8. Teacher guide for preparing students
 - a. Sample Questions for career representatives and other industry partners
 - b. Preparing for Career Fair Student Handout
 - c. Sample Engagement Activities for Students
10. Teacher guide for debriefing with students
11. Student Post-Event Feedback Survey
12. Staff Post-Event Feedback Survey

Event Promotion

13. Social Media Posts
14. Press Release
15. Flyer



Sample – Invitation to Industry representatives



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools

Dr. Jose L. Dotres

Miami-Dade County School Board

Mari Tere Rojas, Chair
Monica Colucci, Vice Chair
Roberto J. Alonso
Lucia Baez-Geller
Dr. Dorothy Bendross-Mindingall
Mary Blanco
Danny Espino
Dr. Steve Gallon III
Luisa Santos

Date

Dear **XX** Human Resources Representative,

The **XX** High School will be hosting a Career Fair on **date** in the **location, address** at **time for students in grades # and #**. This is a wonderful opportunity for industry professionals to all gather in one place so that students can learn about a variety of employment and educational opportunities and career pathways.

Please consider reserving this time for a representative of your school to participate in this event.

Customize information based on your plan – e.g., All 450 seniors and juniors will be attending. If a member of your Human Resources Office cannot be present on **day**, we hope you will arrange for another representative of your company to attend the Fair.

Additional information about participating is provided on the following page. We hope you will seriously consider partnering with our school to help engage students in this valuable encounter with industry professionals who can expand their understanding about postsecondary opportunities and the world of work and connecting student occupational and/or academic interests to careers and/or post-secondary opportunities after high school.

Please fill out and return the Commitment Form attached to this letter to: **email address** or submit the Commitment Form online to: **insert link** at your earliest convenience. We hope that you will join us in making this year's Career Fair a success for all involved. If you have any questions about this event, please call me at **Phone Number**.

Sincerely,

Name

Title

Dear Industry Partner,

Thank you for considering participating in XX High School's Career Fair

As you prepare to engage with our students, we wanted to provide you with some questions you might encounter at the event:

1. What do employees like most about your organization?
2. What is the work environment like at your company? Do you employees work on projects together, Does your company have a formal onboarding process or do new hires learn while doing?
3. What are the biggest challenges workers have at your company?
4. What are the secrets to success for employees at your company?
5. How would you describe your company's work culture? How do team members build camaraderie where you work?
6. Is your company accessible by public transportation?
9. What specific skills are needed for success your industry?
10. Is there a certificate or micro-credential that would give me an employment edge with your company?
11. Do you have both part-time and full-time positions at your business?
12. Do you have a website that shows all the openings you have and the qualifications for employment?
15. What is the application process like at your company? Are there only certain times you can apply?
16. Does your company offer internships to students?

What your company representative should bring to the event:

- If your company has one, please bring a tablecloth. We will be using standard sized 8' x 2' folding tables.
- Bring your business cards, and any relevant handouts you may have about your company.
- Bring eye-catching visuals, photos, props and a company banner or poster to display. The goal is to spark students' interest in your booth and provide awareness to students about opportunities available at your company.
- Students love giveaways! If you have any promotional products with your company's name/logo on it, such as pens, pencils, water bottles, reusable bags, post-its, gadgets, chap stick, etc., consider bringing some of those. We expect approximately XXX students and understand you may not have something for everyone but consider handing them out based on criteria you establish.

XX High School Career Fair Commitment Form

[**questions in this survey can also be put into a Google Form or other online survey template to facilitate feedback analysis **](#)

To help us maintain complete communication records, please complete this Commitment Form, whether you are able to participate in this event or not.

_____ A representative from our business will attend the Career Fair on [date](#)

_____ Our business will not be able to participate in the Fair this year

_____ We would like to remain on your mailing list for future opportunities

Please list below any facility needs, such as access to power outlet, access to Wi-Fi, a specific set up or space size for your designated space to accommodate an activity or items you are bringing or anything else that we can do to ensure a positive experience for you!

Name of Business: _____

Address of Business: _____

Name of representative(s) and their role in the company attending the fair:

Representative	Company Role
_____	_____
_____	_____
_____	_____

Name, telephone number and email address of person to contact about this event

Name: _____

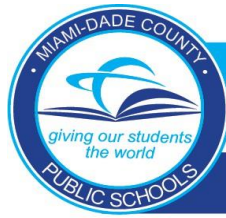
Telephone: _____

Email Address: _____

Please submit as many forms as needed to ensure all your business representatives are accounted for.

[Please submit this form via email, google forms or online survey using the links you received in our email or within the information packet you received from our Career Fair Planning Committee.](#)

Thank you again for your consideration of our request to meaningfully engage with our students to expand their vision about career opportunities available to them in our community.



Miami-Dade County Public Schools

giving our students the world

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Danny Espino
Dr. Steve Gallon III
Luisa Santos

Date

Dear Community Member,

On behalf of **XX** High School staff and students, we would like to cordially invite you to participate in a Career Fair hosted by **academy or department name** on **date** from **time** in **the location**.

Our high school strives to provide students with meaningful experiences that will foster college and career readiness and understanding of education to career pathways for their future. The Career Fair offers students an opportunity to learn more about a variety of careers and the various pathways to them.

As a professional participating in this event, you will have the opportunity to directly respond to students' questions about the joys and challenges of your profession and offer them advice on required skills, training, and credentials to achieve their career goals. This is also an opportunity to introduce them to the concept of networking.

We will be inviting representatives from our local businesses and organizations that represent 16 different career clusters.

- | | |
|---|--|
| 1. Agriculture, Foods & Natural Resources | 9. Hospitality and Tourism |
| 2. Architecture & Construction | 10. Human Services |
| 3. Arts, A/V Technology & Communications | 11. Information Technology |
| 4. Business Management & Administration | 12. Law, Public Safety, Corrections & Security |
| 5. Education & Training | 13. Manufacturing |
| 6. Finance | 14. Marketing Sales and Services |
| 7. Government & Public Administrations | 15. Transportation, Distribution & Logistics |
| 8. Health Services | 16. Science, Technology, Engineering & Mathematics |

Your booth will be an opportunity for you to share with students the reason you love going to work every day through hands-on and interactive activities.

Please read the attached information that describes the benefits of, and details about participating in this event. We hope you will take advantage of this opportunity to make a difference in the lives of our young adults by participating in this year's event. Please RSVP by **deadline date**, by **emailing your completed Commitment Form (attached) to me at email address/ or by completing the commitment form online at insert link**.

Thank you for your commitment to our students and community and we look forward to your participation in our Career Fair. Please feel free to contact me directly at **phone** or **email** with any questions or concerns.

Sincerely,

Name,
Title

Name of School • Street address • City, FL Zip • Type name, Principal
305-xxx-xxxx • 305-xxx-xxxx (FAX) • xxxxx.dadeschools.net

Reasons to consider participating in our career fair and what to expect:

Attending a career fair gives you the chance to talk face-to-face with future Miami Dade County employees and tell them about potential career paths they might otherwise not know about. You will be talking to high school students answering questions such as:

- Tell me about your career and how you got into the field?
- What does your typical workday look like and what type of equipment or tools do you use?
- What is the starting salary in this field?
- What was your educational path to your career?
- What high school courses were essential to your career?
- What type of certificate/degree or industry certification is needed for your career at this time?
- What does your company make/do?
- Does your company have any internships or job opportunities for employees our age?
- What is the job outlook in your career field?

Career fairs are also a way to connect your company to potential employees and to get your company's name known in the community!

What do I bring?

- If your company/organization has one, please bring a tablecloth. We will be using [standard 8' x 2'](#) folding tables.
- Bring your business cards, and any relevant handouts or information that you may have about your field and career path.
- Bring eye-catching visuals, photos, props, and a company banner to display. The goal is to help spark students' interest to further research and investigate your field.
- **Students love giveaways!** If you have promotional products with your company name/logo on it, such as pens, pencils, water bottles, reusable bags, post-its, gadgets, etc., consider bringing some of those. We expect approximately [XXX](#) students and understand you may not have something for everyone, but consider handing them out based on criteria you establish.

What can I do to encourage students to visit my booth?

Again, students love giveaways but another way to entice students is to have visuals, or a visual demonstration. Having tools of your trade on hand for students to see and perhaps touch, will help attract and engage students. Anything interactive or hands-on will help to pique curiosity in your field and/or company and may help them approach you with questions. For example:

- A chef may want to perform a food demonstration
- A cybersecurity analyst may want to bring a computer and have an example of one task they complete
- An artist could bring materials with which students could create art while they talk

How many representatives can attend?

As many as you are willing to send! Just make sure everyone's name is filled out on the commitment form, or feel free to give us an updated email or and contact number.

Where is the fair located?

Our fair will be held in the [location](#). If you need help carrying anything into the school, please let me know in advance and either volunteer students or I will meet you at [your unloading area](#).

Where do I park?

[Insert your parking instructions and a map of the parking area and relevant parts of the school.](#)

When should I get there to set-up?

Guests will be able to begin setting up at [your set up time](#).



Sample – Business Response Tracker

It is important that your committee records the work it does with the community to design an effective, interactive career fair. A tracking sheet, similar to the sample below, will help your committee keep track of communications with the business and postsecondary institutions you will partner with to conduct your career fair. Maintaining good records will also provide the basis for a database your school/academy can use for future communications and/or events.

You may use an Excel Spreadsheet or Google Docs spreadsheet to track your invitations and responses obtained from invited industry professionals and postsecondary institutions. There is a benefit to using electronic documents, such as Google Forms and other types of online surveys for your “Commitment Forms,” because your results can easily be downloaded into a spreadsheet, organized, and analyzed electronically.

Sample tracker below. Double click on the Excel icon below to access the file and open the sample tracker.



Sample – Table Presentation Background Banner, Table Signs

Although you will create an event map that illustrates where each participant is located within the career fair, having visible signs behind each presenter and on each table would greatly increase the professionalism and logistics (procedures and management) of your event.

If your school is unable to print larger posters, you may have to invest in printing these materials at your local print shop, Office Depot, Office Max, Staples, Kinkos etc.

Participants are encouraged to bring their own tablecloths, which may be branded. This adds to the professionalism of the event; however, because your event will have many participants, having an additional banner, at eye-level behind your representatives, will greatly facilitate identification and help move traffic through the event.



Your Company Name Here

with the Business Sector you Represent

your business location

add your Company's Name and Logo here

2024 XYZ High School Career Fair

Company Representatives:

Name 1

Name 2

Name 3

----- print on cardstock paper and fold along dotted line-----

Type Representative Name Here
Type Representative's Title Here

Place this sign on the assigned table to facilitate set up and assignments within the presentation area.

Name of Industry Partner

Indicate Business Sector

of tables: 1

of chairs: 2

Other Requests: Outlet

Accommodations Needed:

Funding your Career Fair

Donation solicitation letters can be effective ways to garner financial support from local companies, organizations, and supporters. Donations can be sought from local companies and organizations to obtain the critical funds you will need to host your Career Fair. These funds can be used to purchase incentives for participating students, water and refreshments for guests, printing needs, and to pay for hourly support if needed (such as security, entertainment, etc.)

- Your local Publix may be able to donate water and refreshments to your event. Publix recognizes the importance of supporting charitable activities within the community. As part of its mission, Publix focuses its charitable efforts on the following areas: youth, education, reducing hunger, and alleviating homelessness. All requests for gift cards, sponsorships and program ads must be submitted on the letterhead of the applicant's non-profit, tax-exempt organization at least four weeks prior to the event date. 501(c)(3) applicant organizations must include a copy of their "letter of determination" from the IRS. Award: Varies Deadline: Rolling Website: <https://corporate.publix.com/community/requests>
- Your school's Educational Excellence School Advisory Council (EESAC)
- Your school's Parent Teacher Student Association (PTSA)
- Your program academy's booster club(s)
- Local businesses
- Alumni



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Dr. Steve Gallon III
Luisa Santos

Date

Dear [Contact Name or Organization/Company](#),

I am writing to you on behalf of [Name of High School](#). This year our school is excited to host a Career Fair. At this event, industry professionals, both local and outside of Miami-Dade County, will come together in one place to help our students learn about a variety of careers, opportunities, and the educational pathways to many careers.

Hosting such an event, for over [XXX](#) students, and engaging over [XX](#) companies requires a lot of support and collaboration.

A donation from [Company Name](#) will greatly help us to accomplish this task. Your donation will go directly to support our school and make this event possible for students. [Explain How You Will Use the Donation](#). Your donation will help students learn how their education, skills and talents can make them successful in a variety of career pathways and remind them of the support they have in their community. Examples of items or services needed include [bottled water, lunches/refreshments for volunteers working at the event, disposable tablecloths, sign printing, and prizes for students who participate in the event...](#)

We also invite you to join us during the event. [[Insert Event Schedule](#)].

Thank you for considering our request. If you would like to make a donation, or would like further information, please feel free to contact me at [Contact Information](#).

Sincerely,

Name

Title

Name of School • Street address • City, FL Zip • Type name, Principal
305-xxx-xxxx • 305-xxx-xxxx (FAX) • xxxxx.dadeschools.net

Sample – Career Fair Volunteer’s Post-Reflection Survey

[Survey Template](#)- Use link to duplicate survey template

Volunteer’s Post-Reflection Career Fair Survey

Thank you for helping to make the Career Fair a success at _____ Senior High School. We believe in growing through feedback and want to improve the experience for volunteers and participants. We would love to hear what you think we did well, and in what ways you think we could improve.

Please take a few moments to complete this survey. Upon completion, please display the "Thank you for feedback message" to a staff member to receive a token of our appreciation for your participation and contribution.

Please answer the questions on a scale of 1 to 5, with 5 being the most positive or best.

Your overall impression of the career fair organization. 1 2 3 4 5

You were provided with the needed/ requested resources (example - extension cord). 1 2 3 4 5

Your overall impression of the preparedness of the students that spoke with you today. 1 2 3 4 5

You were greeted and made to feel welcomed. 1 2 3 4 5

Expectations and logistics were clearly communicated. 1 2 3 4 5

The date of the event worked well with your schedule. 1 2 3 4 5

The time allotted for the fair was adequate for this event. 1 2 3 4 5

What can we do better next year? _____

Additional Comments? _____

Thank you! You may leave the completed form with any member of the reception team or place it in the box on the table near the exit.

Sample – Career Fair Teacher’s Post-Reflection Survey

[Survey Template](#)- Use link to duplicate survey template

Teacher’s Post-Reflection Career Fair Survey

Thank you for helping to make the Career Fair a success at _____ Senior High School. We believe in growing through feedback and want to improve the experience for teachers. We would love to hear what you think we did well, and in what ways you think we could improve.

Your overall impression of the career fair organization. 1 2 3 4 5

Your overall impression of the preparedness of the presenters. 1 2 3 4 5

Expectations and logistics were clearly communicated. 1 2 3 4 5

Expectations and logistics were clearly communicated. 1 2 3 4 5

The date of the event worked well with your schedule. 1 2 3 4 5

The time allotted for the fair was adequate for this event. 1 2 3 4 5

What can we do better next year? _____

Additional Comments? _____

Thank you! You may leave the completed form with any member of the reception team or place it in the box on the table near the exit.

Sample –Thank You Note to the Volunteering Industry Professional



Miami-Dade County Public Schools

giving our students the world

Superintendent of Schools

Dr. Jose L. Dotres

Miami-Dade County School Board

*Mari Tere Rojas, Chair
Monica Colucci, Vice Chair
Roberto J. Alonso
Lucia Baez-Geller
Dr. Dorothy Bendross-Mindingall
Mary Blanco
Danny Espino
Dr. Steve Gallon III
Luisa Santos*

DATE

Representative's Name

Representative's Institution

Institution's Address

City, State Zip

Dear **individual career professional name**,

Thank you so much for participating in **your school name's** Career Fair! Your willingness to share your expertise made a big impact on our students. We received much positive feedback after the event, as students shared with their peers, teachers, and parents their new, or reinforced, ideas about their post-secondary education and career pathway and their goals for their future.

We know that the hard work you do every day does not stop when you leave your job site, and we appreciate the extra hours you invested to volunteer your time in such a meaningful way. In the same way you inspired our students, we hope their excitement to learn about your career inspired you.

Thank you again for helping us inspire students for career engagement. We hope that you will join us again next year.

With deepest gratitude,

Your name(s)

Your Title

Name of School • Street address • City, FL Zip • Type name, Principal
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Sample – Sample E-mail information regarding teacher schedule and logistics

Email:

To [Grade 11 and 12 High School Teachers/ Staff](#),

Thank you for your commitment to support the [XX academy's or department name](#) Career Fair at [XHS](#) on [date](#)! This document provides important information you will need to successfully fill the important role you have in preparing students for this event.

Purpose of Event

We believe that all students should have equal access to career information and career development resources when making choices about their future. Career fairs that take place during the school day are a great way to accomplish this goal. During these events, students are provided important information about career and education pathways.

Career fairs provide participating students the opportunity to talk directly with industry professionals from a variety of occupational fields to learn about their work, the education and credentials required that field, and to receive tips and advice regarding steps to take in high school to better position themselves for success in a variety of careers.

Senate Bill 240 Mandate

Section 1001.43, F.S., was amended to add language recognizing career achievement and career scholars to this section of law. A requirement has been added to the statute, starting the 2023–24 school year, that all district high schools must host a career fair, individually or as a collaboration between multiple high schools and/or districts. The career fair must occur during the school day; be held on the campus of the high school, or within reasonable driving distance; cater to grades 11 and 12; and allow students to meet or interview with potential employers.

For these reasons, we will be hosting a career fair for our 11th and 12th grade students on [date](#).

Logistics and Details

[A few days before the fair, I will email](#) detailed logistical information about the event to you. That email will also provide information and handouts to help your students prepare for meaningful engagement in the fair. Information to help you debrief with your students after the event will also be provided. We hope that this event is a positive and rewarding experience for all participants and we appreciate your role in helping to make it so. If you have any further questions or concerns, please do not hesitate to contact me by email or at [Phone Number](#).

Sincerely,

[Coordinator or Principal's Name](#)

Sample Student Engagement Activities:

- Create a Passport for students to take notes on a specified number of employers visited during the fair.
- Require students to engage with a specified number of industry representatives to ask questions and record their information after each encounter in their notes, passport.
- Require students to obtain business cards from a specified number of employers and to conduct research on the company after the career fair.
- Require students to write thank you notes and professional emails to a specified number of the contacts they made at the career fair.
- Create a Tic-Tac-Toe type graphic organizer and have students identify representatives from a specified number of career clusters and capture information and contact information from each representative.
- Create another graphic organizer to encourage students to utilize specific soft skills during the career fair.
- Have students identify a specified number of career fair representatives that they will send their resume and/or digital portfolio to for critique and feedback. Follow up to review the obtained feedback with the students.
- Have students identify accountability partners among their classmates who will capture a photo of them engaged in particular, predetermined interpersonal communication or soft skills at the career fair without being disruptive of the encounter or event.
- Have students pre-plan and record how they will engage in the fair to ensure the experience adds to their digital portfolio and/or resume. Have them reflect on their experience after the fair and determine if their goal(s) were achieved. Add the experience to the resume and/or digital portfolio.
- Be creative, you know your students best. Design creative ways to inspire and document their mindfulness during this event.
- Mini-Interactive Workshop Ideas (20-30-minute sessions)
 - Mock interviews, [Mock interview evaluation](#)
 - Onsite interviews for internships or part-time employment
 - Use of social media for employment
 - Digital professional headshot session