**Sample 7 – Sample Information regarding schedule and logistics for Teachers**

**Email:**

To High School Teachers/ Staff,

Thank you for your commitment to support the GEAR UP College and Career Fair at XHS on date! This document provides important information you 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 and college information and resources when making choices about their future. College and career fairs that take place during the school day are a great way to accomplish this goal as students are provided with important information about career and education pathways. College and career fairs also 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 one’s self for success in a variety of careers. By including college representatives in these events, students also have the opportunity to talk directly with them to find out about the programs and majors offered at different institutions and their admission requirements.

**GEAR UP Goals**

GEAR UP’s goal is to increase the number of students who are prepared to enter and succeed in postsecondary education. Although a college and career fair alone cannot increase the postsecondary enrollment rate for our high school, an event like this can contribute to it, especially if the students are properly prepared to participate in the event – which is why your role is so important.

**Logisitics and Details**

A few days before the fair, I will email detailed logistical information about the event to you, and will provide you with information and handouts to help your students prepare for the fair, as well as information to help you debrief with your students after the event. We hope that this event is a positive resource for all students and 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,

GEAR UP Coordinator or Principal

**Example Logistics For Teachers**

*(Note to Coordinator/Planning Committee: attach all referenced documents – your bell schedule, preparing your students for College and Career Fair, envelope for participation cards and/or post event survey, Debriefing Notes, and enough student handouts referenced for all their students.)*

**Logistics for teachers and staff for the XHS College and Career Fair Event**

Date and Location - College & Career Fair is scheduled for Date, from starting time to end time in the location

* **1-2 days prior to the Fair**
  + Review “**Student Prep Information for teachers”** and handouts with your X period class**.**
  + Review the bell schedule (attached) to familiarize yourself with the day’s schedule. Please note that periods 1-4 are shortened by 7 minutes and that the Fair will take place during periods 5-7. Inform your class of the bell schedule.
* **Day of the Fair**

Your role – (this will need to be modified depending on each teacher’s role.)

* + During XX period (insert time), meet your students in your classroom and take attendance.
    - Hand out Participation Cards (attached) and remind students of their purpose/use. Remind them to return the cards to you by the XX entrance at the end of the fair.
    - Inform students that you will be at the College and Career Fair for XX minutes, and when they hear the announcement during the fair, they are to report to their X period class.
  + At XX time, escort them to the insert location
  + While at the fair, please help us monitor the students by walking around the room to encourage them to visit with college and career professionals. Also, it would be helpful for you to be available to answer any student questions as they come about.
  + At XX time, an announcement will be made for all juniors to report to their XX period.
  + Please help us monitor to ensure students head to XX period after the announcement is made.
* **Day after the Fair**
  + Debrief with your XX period using the attached debriefing guide
  + Collect participation cards and turn them in to the GEAR UP Office or XXX mailbox.
* **One week after the Fair**
  + Return the participation cards to your students

My cell phone number is XXX-XXXX if you need to call or text me with any questions or concerns.

Thank you! GEAR UP Coordinator