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Dear Potential Guest Speakers,

On behalf of the students and staff at McAdory Middle School we cordially invite you to participate in our annual Career Day. At MMS we strive to provide our students with meaningful and challenging educational experiences to stimulate learning and motivate them to continue their education beyond high school. To encourage students we invite you, the trained professionals, from various fields and career paths, to share your educational training and professional experiences with our students. We hope you will join us for this educational opportunity.

We have scheduled our career day for **Thursday, April 13, 2017**. The event will take place at McAdory Middle School from **8:00** a.m. to **10:40** a.m. Lunch will be served immediately following the sessions.

Presenters, you will be stationed in one of our classrooms as students rotate (approximately every 22-25 minutes) to hear about your amazing career. At the bottom of this form are several guiding questions to help you prepare. Keep in mind that your audience will be 6th and 7th grade students.

If you are interested in participating, complete the form below and return it by **March 17, 2017**. Also if you require specific equipment, such as a laptop or LCD projector, please specify. Once we receive your form, you will receive a confirmation e-mail. If you have any questions, please e-mail Toni Motley at [tmotley@jefcoed.com](mailto:tmotley@jefcoed.com), or call at (205) 379-4730.

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**Guest Speaker Information**

**Presenter’s Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Phone #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Work #:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Fax Number:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Business/Profession:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Suggested information to share with our students)**

\*Where you went to school \* Importance of staying in school \* The highlights of your career

\*Why you choose that career \*Salary range \*Education required \*Importance of doing your best

**Technology available:** Desktop LCD projector Document Camera Whiteboard

DVD player A.V. Equipment Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please check if you will be in attendance for the following:**

I am available to serve as a Guest Speaker at Career Day

I will be in attendance for the luncheon from 11:00 am – 12:00 pm