# <<SUBJECT>>

Here’s what to expect during IGNITE CTE!

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Dear <NAME>,

Thank you again for supporting local students and career technical education (CTE) by being a host business for IGNITE CTE! As I previously shared, February is National CTE Month. Participating in this event shows today’s CTE students some of the opportunities available in our community—and that you value and support a skilled workforce. For that, we thank you!

# Reminders:

IGNITE CTE is all about two things: experience and encouragement. The experience should be an interesting observation of your work with hands-on activities, if possible. You or your designated representative should cover the essential and unique aspects of the job, paint a realistic picture of what happens in a typical day, communicate employee expectations, listen to questions, and provide helpful answers. Additionally, please feel free to encourage the students. Even if they pursue another career, this may be the first time many have interfaced in a professional setting.

**Please review the information below and respond with any changes:**

* Business name: <BUSINESS NAME>
* Address to drop off students: <ADDRESS>
* Contact’s name: <CONTACT’S NAME>
* Contact’s cell number:
* Number of students:
* Approximate time of visit: 10 a.m. to 1 p.m. (times may vary slightly by +/- 15 minutes due to transportation)
* Lunch for <NUMBER OF STUDENTS> will be provided by <BUSINESS OR SCHOOL DISTRICT>.

We’ll send an email with final details the day before the event, including:

* Names of the students expected to visit your business
* What the students hope to get out of their experience with you
* Any food allergy information, if applicable
* Tips for a successful job shadow experience

**Student photographer:** A student photographer will capture images and videos of students’ time at your business. Please let the photographer know if there are any areas or people (e.g., proprietary/trade secrets, etc.) they may not photograph.

**Media:** The <YOUR SCHOOL DISTRICT> plans to send a news release next week with a list of participating businesses. We hope that at least one media outlet will visit a few businesses and report on the event. If you’d prefer not to have the media cover your business, please let me know.

**<YOUR CHAMBER OF COMMERCE> luncheon:** A video featuring highlights from the event will be showcased at the <DATE> <CHAMBER OF COMMERCE> luncheon, focusing on business and education. The chamber also plans to include a panel discussion featuring both students and businesses who participated in IGNITE CTE, allowing them to share their valuable experiences. Your organization is invited to attend the event! Register online here.

Please let us know if you have other questions! Thank you again for supporting CTE in our community!