



# COLLEGE AND CAREER FAIR

## 8<sup>th</sup> Grade College & Career Fair

### *Vendor Toolkit*

# ***Welcome Community Partner!***

Thank you for participating in our annual 8<sup>th</sup> Grade College & Career Exploration event. We appreciate your time and investment in our community's future.

This toolkit is only for your reference to help your day be enjoyable and successful.

## **Included in this Toolkit:**

- Schedule of Events
- Map of the Event Layout
- Copy of the Student Lanyard with List of Career Clusters
- Tips & Tricks on Interacting with an 8<sup>th</sup> Grader
- Post-Event Survey Information

# Schedule of Events

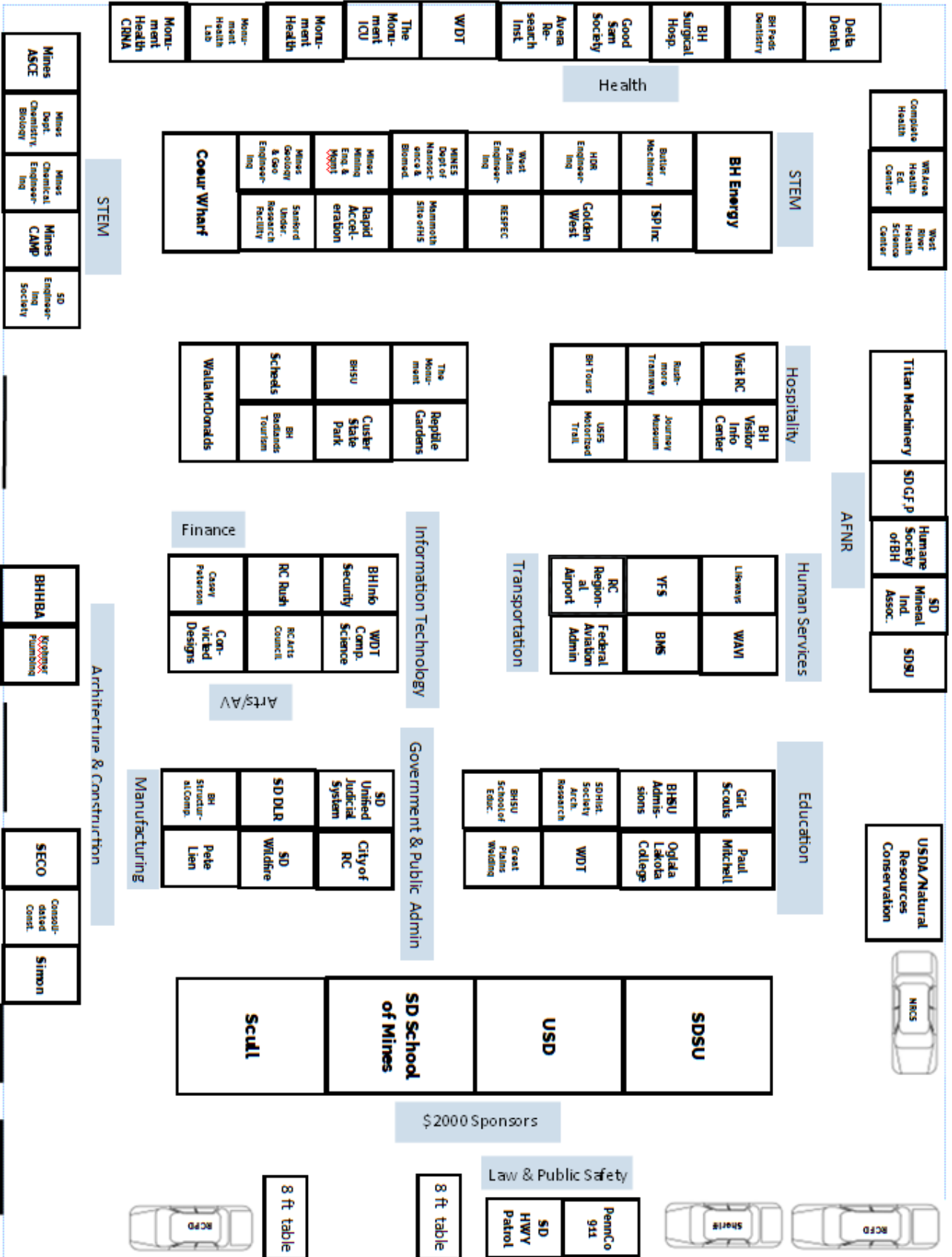
*Please note Lunch will be provided to vendors.*

<b>7:00am</b>	<b>Vendor Arrival and Set Up</b>
<b>8:00am</b>	<b>Vendor Meeting near the Vendor Check In Area</b>
8:30am – 10:00am	East MS & West MS
10:00am – 11:30am	North MS & Southwest MS
<b>11:30am – 12:30pm</b>	<b>Lunch</b>
	Vendors - 2 lunches per booth
	Bronze Sponsors - 2 lunches per sponsor
	Silver Sponsors - 2 lunches per sponsor
	Gold Sponsors - 4 lunches per sponsor
	Platinum - 6 lunches per sponsor
12:30pm – 2:00pm	South MS, Douglas MS, Stagebarn MS
<b>2:00pm</b>	<b>Vendor Clean Up</b>

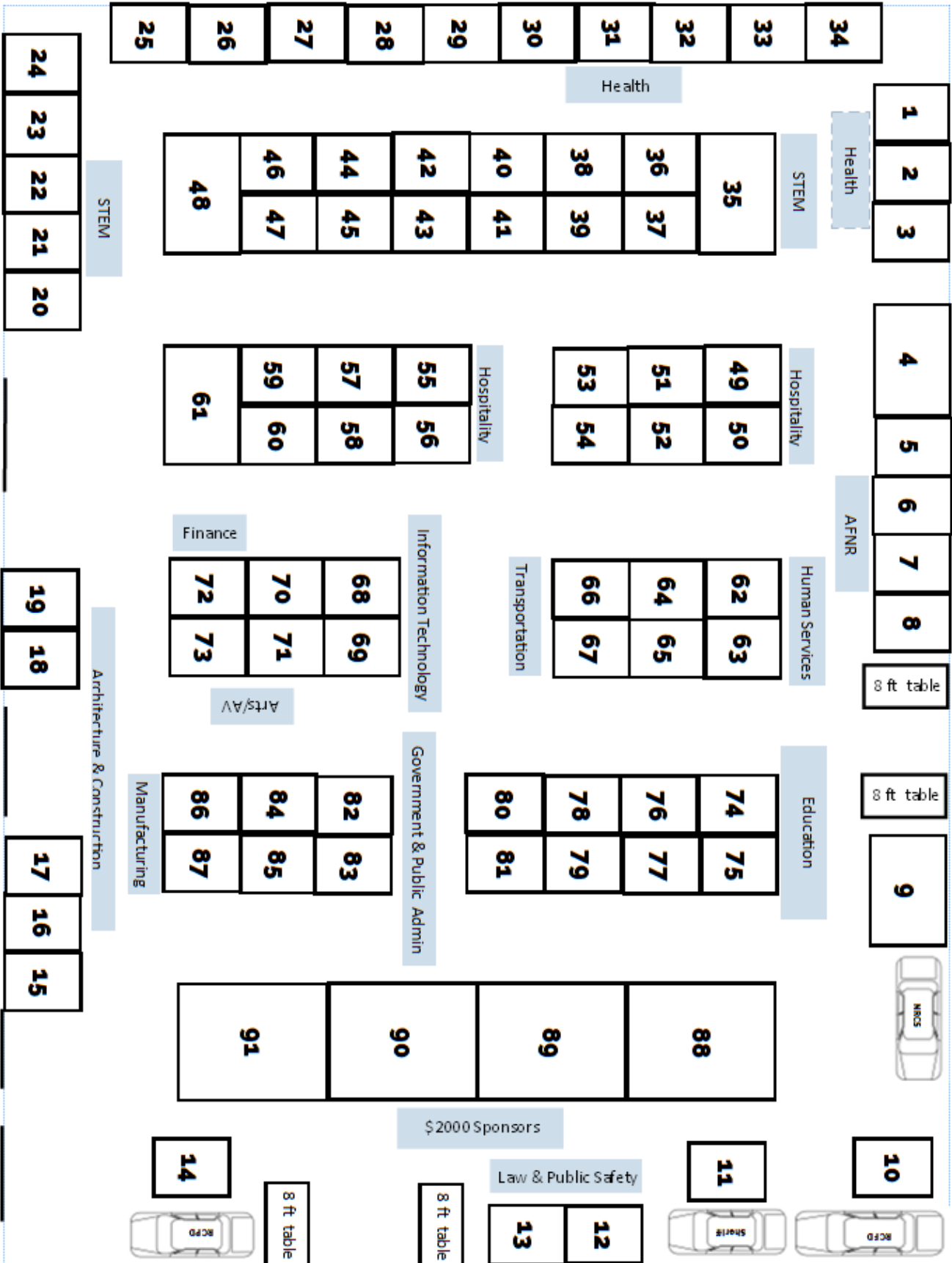
**\*\*Don't forget to fill out the Post-Event Survey! \*\***

This is a busy day and we understand that many vendors may only have one staff member operating their booth, RCAS will have volunteers/staff available to cover your booth for breaks or facilities use.

# Event Map



NOTE:  
Map Subject to Change



# Student Lanyard Information

**Each student will be expected to visit:**

- 8 different career clusters
- 1 postsecondary vendor
- Please initial the appropriate career cluster box after the student visits your booth.
- All students who have visited with the requested number of vendors will be entered into the larger prizes.
- As you are working with the students in initialing their name tag, please encourage them to stop in to see other career clusters that are not initialed yet.



<b>Name:</b> _____		Agriculture, Food & Natural Resources	Architecture & Construction
Arts, A/V, Technology & Communications	Business Management & Administration	Education & Training	Finance
Government & Public Administration	Health Science	Hospitality & Tourism	Human Services
Information Technology	Law, Public Safety, Corrections & Security	Manufacturing	Marketing
Science, Technology, Engineering & Mathematics	Transportation, Distribution & Logistics	Postsecondary Institution	
<b>Questions to Ask</b>		<b>Notes</b>	
<ul style="list-style-type: none"> <li>What kind of jobs are at your company?</li> <li>What type of training/education is needed for your career?</li> <li>What do you look for in future employees?</li> <li>How much do you make?</li> <li>Do you have any tips for success in this field?</li> <li>What's the best part of your job?</li> <li>What inspired you to get into your career field?</li> <li>What did you want to be when you were in 8<sup>th</sup> grade?</li> </ul>			

# Career Cluster Information

Feel free to review each career cluster to determine what matches best with your profession.

- [Agriculture, Food & Natural Resources](#)
- [Architecture & Construction](#)
- [Arts, A/V Technology & Communications](#)
- [Business Management & Administration](#)
- [Education & Training](#)
- [Finance](#)
- [Government & Public Administration](#)
- [Health Sciences](#)
- [Hospitality & Tourism](#)
- [Human Services](#)
- [Information Technology](#)
- [Law, Public Safety, Corrections & Security](#)
- [Manufacturing](#)
- [Marketing](#)
- [Science, Technology, Engineering & Math](#)
- [Transportation, Distribution & Logistics](#)

For more information go to: <http://sdmylife.com/>

***Students will be provided a list of questions to help initiate conversations with vendors. This list will be attached to their lanyard/name tag.***

## List of questions provided to students:

- What kind of jobs are at your company?
- What type of training/education is needed for your career?
- What do you look for in future employees?
- What is the salary range for jobs in this field?
- Do you have any tips for success in this field?
- What is the best part of your job?
- What inspired you to get into your career field?
- What did you want to be when you were in 8<sup>th</sup> grade?

# ***Tips & Tricks on Interacting with an 8<sup>th</sup> Grader***

This is a unique college and career fair as the audience is Middle School students. They are there to see what opportunities exist in our community for their future careers, education, or training.

Students may be timid and need some encouragement. The following Tips & Tricks are provided to help you and your colleagues engage 13-14-year-olds.

1. Have an interactive booth to help them engage.
  - a. Games
  - b. Giveaways
  - c. Activities
  - d. Visuals: Equipment, Examples, Photos
2. A piece of candy may get them to stop at your booth, but it will be important to engage with them once they've stopped.
  - a. Tip – only put out a limited amount of candy so that it can be shared throughout the day.
3. Draw students in by asking them questions.
  - a. What type of career interests you the most?
  - b. What has been your favorite booth so far? Why? From there, try to connect their answer to a similar position or responsibility in your company.
  - c. Ask about hobbies and interests to determine how you might be able to relate to each other.
  - d. Ask about their favorite class in school – how does that class connect to work within your profession or organization?
  - e. What questions do you have about the \_\_\_\_\_ career field?
  - f. What things do you like about the career fair? Tie what they like to what you have available to visit or interact with.
  - g. What questions do you have for me?
  - h. Have you talked with anyone in the \_\_\_\_\_ career field?
4. Discuss areas of career interest – Please consider sharing information on some of the following:
  - a. What activities can they expect to do in this career field?
  - b. What education do they need to be in this career field?
  - c. What can they expect to be paid in this career field?
  - d. What can they do in high school to prepare for success in this field?
5. Keep information concise.
6. Be friendly and open!



# *Post Event Survey*

We greatly appreciate the time you have invested in making the 8<sup>th</sup> Grade College & Career Fair a success. We would like to get some feedback from you about the event, so please complete the post-event survey at the following QR code:



## *Update your Partnership Information*

We also want you to consider providing us with the most recent contact information and partnership preferences for your business.

Please feel free to update your partnership information using the link below.

<https://forms.office.com/r/gKjzoQSkRt>

