

Myron Broome
Principal



Dr. R. Stephen Green
Superintendent

Mary McLeod Bethune Middle School
5200 Covington Highway
Decatur, GA 30035
678-875-0302 Main

January 27, 2017

Dear Prospective Career Day Speaker:

The Counseling Department at Mary McLeod Bethune Middle School would like to invite you to be a guest speaker for Career Day. Our theme is "Preparing Young Scholars for the Real World". This program is scheduled for Thursday, March 16, 2017 from 8:30 a.m. to 12:00 p.m. Continental breakfast and registration will begin at 8:30 a.m. Speakers will begin at 9:00 a.m. to 12:00 p.m. Lunch will be served at noon.

We are recruiting parents, community, and corporate leaders who would like to share information about their careers with individual classes. If you or someone that you know would like to speak to our students, please provide the necessary information on the attached form. We would like for you to give a 30 to 40 minute presentation. Each classroom typically holds 35 students, or fewer; however, band, P.E., and chorus will hold more students.

Most speakers bring displays, arrangements, videos and/or models, or printed material about their occupation. In addition, if you need access to equipment such as a laptop and/or projector, please inform us on the form.

Please send the form via the following:

- Fax at (678) 875-0346 or (678) 875-0310
- Email at ayana_s.smith@dekalbschoolsga.org
- Call at (678) 875-0327/Ms. A. Smith

We look forward working with you. Thank you in advance for your time and consideration.

Sincerely,
Mary McLeod Bethune Middle
Counseling Department

Bethune Middle School Career Day

Thursday, March 16, 2017

Theme: "Preparing Young Scholars for the Real World"

Name _____

Career Area/Occupation _____

Address _____

Contact Number _____

Email _____

Fax _____

For Parents Only

Student _____ *Grade* _____

Please list any audiovisual equipment you may need for your presentation:

Please indicate your availability and return this form by March 2, 2017

_____ **I can motivate students ALL DAY 8:30 a.m. – 12:00 p.m.**

_____ **I can only motivate students from 8:30 a.m. - 10:15 a.m.**

***Lunch will be served at noon**

Please fax this form to:

Bethune Middle School
Counseling Department
5200 Covington Highway
Decatur, Georgia 30035
(678) 875-034 (Counseling Office Fax)