



Genesee Regional Chamber of Commerce Employer, Education, & Training Connection (EETC) Summary of Services 2008-09 School Year

The Genesee Regional Chamber of Commerce (GRCC) is pleased to offer assistance and support with Career Education activities to the districts in Genesee County. To assist you in understanding how the GRCC may best meet your needs, we have created the table below identifying event choices, the level of assistance available from the GRCC team, and responsibilities of school staff.

In all cases, it is important to allow 6-8 week lead time for all events due to the number of requests receive. Please be aware that **we will make every attempt** to honor your request but there may be an occasion when we have to decline your request due to date conflicts or workload. Please always remember to include a **minimum of two dates** when submitting your requests.

| Event | GRCC Responsibility | School Responsibility |
|------------------------------|--|--|
| After School Programs | <i>The GRCC is unable to assist with any after school programs or presentations. All of our staffing resources are dedicated to the TeenQuest program.</i> | |
| Classroom Workshops | A facilitator will come to your classroom(s) and will lead an interactive workshop with your students related to the employability skills using one or more of the formats listed on the workshop summary document | The teacher(s) will stay present in the room during the entire workshop to maintain control over students and handle any significant disruptions as needed. |
| Classroom Speakers | The GRCC will set up speakers per a schools request | The teacher will insure that the speaker is greeted properly and the students are prepared to receive the speaker in an appropriate manner |
| Career Fairs | The GRCC will assist schools with the coordination of career fairs in which employers are invited in from the different pathways to provide interactive presentations to the students related to a variety of careers. The GRCC will contact all employers, handle all confirmation, follow up, and thank up letters to employers. <i>Please note that the GRCC team will always make a decision to provide assistance with career fairs based on what is already occurring within the district.</i> | The school will facilitate the rotation of students through the different employers, arrange all logistical items at the school, and will provide beverage and snack or meal service for the employers as deemed appropriate |

**Genesee Regional Chamber of Commerce ~ 519 S. Saginaw Street, Ste. 200, Flint, MI 48502
Phone: (810) 600-1404; Fax: (810) 600-1461**



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| Event | GRCC Responsibility | School Responsibility |
|------------------------|---|--|
| Job Fairs | <i>The GRCC is unable to coordinate Job Fairs</i> | |
| Job Shadowing | <i>The GRCC is unable to coordinate Job Shadowing experiences</i> | |
| Mock Interviews | The GRCC will assist the schools with the coordination of Mock Interviews which includes contacting employers, providing instruction related to the process, send out employer confirmations, and send out employer thank you letters. | The school will facilitate the assigning of students to interviewers (<i>unless a GRCC staff member is able to be present</i>), arrange all logistical items at the school, and will provide beverage and snack or meal service for the employers as deemed appropriate |
| Worksite Visits | The GRCC will assist schools with the coordination of Worksite Visits for students and staff which includes contacting employers, identifying and contacting lunch sites, providing instructions and directions for each worksite that will be distributed to the bus drivers. The GRCC will also handle all employer confirmation, follow up, and thank you letter correspondence. | The school will facilitate the student assignment for worksites, handle all contact and organization with the bus garage, will handle all student direction and facilitation related to lunch and expectations at the work sites, and will handle all activity on the day of the event. <i>A GRCC staff member will be present for the event if appropriate and available.</i> |

This table is meant to serve as a guide and may be revised as deemed appropriate with each districts needs. We look forward to working with your school in providing students with a menu of career development opportunities.