



January, 2020

Dear Community Partner,

As School Counselors for the Scott County Catholic Schools, we work with our K-8 students to help them develop 21st century skills in three primary domains: academic, personal/social and career. We are asking for your help, as we begin preparing for our 9th annual career fair which will be Friday, March 6, 2020 in the Rogalski Center at St. Ambrose University.

We would like to extend the opportunity for area businesses, employers, colleges and universities, health care professionals, law enforcement agencies and various career-related organizations to join us in educating our eighth grade students about the numerous employment opportunities available to them.

Presenters are asked for a time commitment of 8:15 am-2:00 pm. We ask you to prepare a booth with information about your career (job duties, professional expectations, hours, required education/training, technology, general salary range, likes and dislikes, etc). The students enjoy hands-on activities so anything you wish to do or bring that is interactive is most appreciated. The students will rotate in groups and complete a career questionnaire about each booth they visit. A thank you lunch for all presenters will be provided. All presenters are invited to join us for the celebration of Mass at 1:15 in the Christ the King Chapel on campus.

If you are interested in being a presenter at the career fair, please fill out the enclosed registration form and return it to one of the counselors at any of the schools listed below. All registration forms must be received no later than Jan. 24, 2020. Thank you so much for your time and consideration. We look forward to working with you soon!

Sincerely,

Kayla Ruff

All Saints Counselor

Emma Wolf

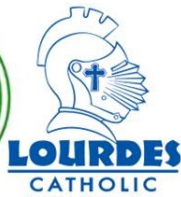
JFK SSS

Leigh Johnson

Lourdes Counselor

Amy Tallman

St. Paul Counselor



**No, I am unable to attend. I recommend contacting the following person:**

Name \_\_\_\_\_ Phone \_\_\_\_\_

**I will attend the Career Fair on Friday March 6, 2020.**

Career Field/Occupation \_\_\_\_\_

Business Name or Place of Employment \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_

Day Phone \_\_\_\_\_

**One 6 foot table and two chairs will be provided. Please indicate any of the following additional items you will require:**

Electricity – Please plan to bring your own extension cords and power strip.

Additional table(s) – How many? \_\_\_\_\_

Special needs – This site is accessible to persons with disabilities. Please list any accommodations you may require: \_\_\_\_\_

Name to appear on sign: \_\_\_\_\_

Company to appear on sign: \_\_\_\_\_

Please return to:

Kayla Ruff  
All Saints Counselor  
[kruff@saints.pvt.k12.ia.us](mailto:kruff@saints.pvt.k12.ia.us)  
1926 Marquette Street  
Davenport, IA 52804  
563-324-3205

Leigh Johnson  
Lourdes Counselor  
[leigh.johnson@lourdes.pvt.k12.ia.us](mailto:leigh.johnson@lourdes.pvt.k12.ia.us)  
1453 Mississippi Blvd  
Bettendorf, IA 52722  
563-359-3466

Emma Wolf  
JFK Student Support Specialist  
[emma.wolf@jfkolvmail.com](mailto:emma.wolf@jfkolvmail.com)  
1627 42nd Street  
Davenport, IA 52806  
563-391-3030

Amy Tallman  
St. Paul School Counselor  
[amy.tallman@st-paul.pvt.k12.ia.us](mailto:amy.tallman@st-paul.pvt.k12.ia.us)  
1007 E. Rusholme Street  
Davenport, IA 52803  
563-322-2923