

Cassie Blickem - Registration NOW OPEN...Manufacturing Career Awareness Event, October 7, 2016

From: Mary Borneman
To: Borneman, Mary
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Subject: Registration NOW OPEN...Manufacturing Career Awareness Event, October 7, 2016
BC: Cassie Blickem
Attachments: 2016Manuf.FieldTrip_released9.13.16.pdf

Good morning,

Valley Industrial Association (VIA) in partnership with VALEES is again celebrating October as manufacturing month with a series of field trip opportunities for regional schools.

Attached is a list of companies offering field trip opportunities on **Friday, October 7, 2016**. Trips are offered in the morning and afternoon and are available on a first-come first-serve basis. Typical trip times are morning (9:00 a.m. - 10:30 a.m.) and afternoon (12:00 p.m. - 1:30 p.m.). Group size for trips is 25-35 students.

Teachers and schools are responsible for: arranging transportation, providing lunch (if students will have a morning and afternoon visit), having permission slips and in some cases company waivers signed by parents, and managing the logistics of arriving on time and getting from place to place.

Teachers are also responsible for: selecting and preparing students with an interest in manufacturing for the visit including doing research on the company, having questions prepared, and ensuring that students are good guests and follow the safety dress code of the company they are visiting.

VALEES is responsible for: managing the communication between the manufacturing company, school and teacher and helping get bus reimbursement requests from the school to VIA.

Valley Industrial Association will reimburse transportation costs.

Please review the attached company choices and respond to this email with the following information:

High School Name: _____

Chaperone Name(s): _____

Group size: _____

Morning visit (9:00 a.m - 10:30 a.m.)

Our first choice is _____

Our alternate choice is _____

Afternoon visit (12:00 p.m. - 1:30 p.m.)

Our first choice is _____

Our alternate choice is _____

Cassie Blickem

Director

Valley Education for Employment System (VALEES)

Rt. 47 at Waubonsee Dr.

Sugar Grove, IL 60554

[\(630\) 466-2905](tel:(630)466-2905)

[\(630\) 466-9621](tel:(630)466-9621) fax

cblickem@waubonsee.edu

www.valees.org

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