

FLEETWOOD AREA HIGH SCHOOL

803 North Richmond Street
Fleetwood, PA 19522

Paul B. Eaken, Ed.D.
Superintendent of Schools

Robert H. Dziezic
Principal

Thomas L. Salpino II
Assistant Principal

Dear _____,

Thank you for volunteering to serve as a workshop facilitator for Fleetwood Area High School Career Day. This event will take place on April 21, 2005, from 7:30 AM to 12:00 PM. The workshop periods are listed below:

7:30 – 8:30	Keynote speaker will present to student body in auditorium
8:30 – 9:02	1 st Workshop
9:05 – 9:37	2 nd Workshop
9:40 – 10:12	3 rd Workshop
10:15 – 10:47	4 th Workshop
10:50 – 11:22	5 th Workshop
11:25 – 12:00	6 th Workshop
12:00	Presenter and faculty luncheon

Please plan on discussing your topic for approximately 25 minutes, allowing time for students to ask questions during the remaining 7 minutes. The number of workshops you will present will be based upon the number of students who request your workshop. Students will be selecting workshops during the week of February 7th. In order to provide the students with an accurate overview of your workshop, please describe your presentation on the attached form. Also, list any equipment or supplies needed, such as overhead projectors or screens. **Please return the form in the self-addressed stamped envelope to my attention within two weeks of receiving this letter, or you may fax it to me at 610-944-6952.** Enclosed you will also find a list of speaker suggestions that you might want to consider as you plan your presentation. A confirmation letter verifying your exact schedule will be sent to you approximately one week prior to Career Day.

Again, I thank you for taking time out of your busy schedule to share your knowledge and talents with our students. Don't hesitate to call me at 610-944-7656, extension 1302, or e-mail me at cskipper@fleetwoodasd.k12.pa.us with any questions you might have.

Sincerely,

Connie Skipper
Career Education Coordinator
Fleetwood Area School District

High School Office: 610-944-7656
High School Office Fax: 610-944-6952

Superintendent Office: 610-944-9598
Central Fax: 610-944-9408

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