

Check List for Career Study Week Preparation

Students: Work with your parents to check every box before handing in Workbook.

- I had my parent read through Part I, so he/she can help me. I got my parents' input.
- I have at least 5 job choices in mind.
- My parents are welcome, encouraged, to help me get a job.
- I, or my parents, will **not call any employer** until I sign up at the job lottery.
- Once I sign up at the job lottery with SBMS and I have reserved a job, I can now call the owner or manager of the business to line up my job.
- I will read all of the information about Career Study Week before calling the employer.
- My parent **or** I may make the actual contact.
- If I am not able to get *that* job, I checked with Whitney before calling another business.
- I will read about Proper Introductions before calling the employer.
- I called and made an appointment to meet with the employer.
- My parent signed parent signature page Part I #1 (back of front cover).

Filling out the Job Confirmation Sheets (two for SBMS, one for employer):

- My parent signed page 75.
- I signed page 75.
- I filled out page 77.
- I filled out page 79.
- My employer signed the bottom of page **Error! Bookmark not defined..**
- I filled out the Employer Job Confirmation Sheet (page **Error! Bookmark not defined.**) with my employer.
- I left page **Error! Bookmark not defined.** with my Employer.

Filling out the envelope:

- I followed the directions of how to correctly fill out a business envelope. (Example included on page 53.)
- The blank SBMS envelope is correctly addressed to my employer.
- I put my name above SBMS return.
- I stamped it with the correct first class letter postage.
- I put the envelope in the pocket of the workbook.

Filling out info. on the front cover of my Career Study Week Workbook:

- I filled in every blank on the front of my Workbook
- I will check the bulletin board at school every day to see if my name is listed.

What I will put in the back pocket of the Workbook:

- Page 77 filled out.
- Page 79 filled out.
- 1 SBMS envelope, addressed to employer and stamped.
- The Workbook is **due** 10 days before the Fall trip. If I turn it in early, I get 5 extra points!
- Workbooks lose 1 point each day they are late, and **must** be in by the last Friday before the Fall trip at the latest.