

Curtis Middle School
1050 N. Del Rosa Drive
San Bernardino, California 92410
(909) 388-6332



Request for Presenters

I am writing to request your support in our upcoming **Career Day** at Curtis Middle School in San Bernardino, California scheduled for **Friday, May 1, 2015**. Curtis Middle School is one of ten middle schools within the San Bernardino City Unified School District and serves students in 7th and 8th grade. Part of our district's Community Engagement Plan is a focus on College and Careers. Aligned with this focus we are working to expand our representation at our annual Career Day to you and your organization in the hopes of scheduling **classroom presentations about your organization** and the types of job skills and education needed to be successful in your field.

The purpose of our Career Day is to provide valuable information about different jobs/careers within our society for our students, and specifically within the Inland Empire. The experience helps to enrich students' lives through exposure to job and career opportunities and for students to gain a greater understanding of the possible career choices that are available to them as the students move toward graduating from high school.

Curtis Middle School appreciates any assistance from employees within your organization willing to help educate students about the careers in which they work. The Career Day is scheduled for **Friday, May 1, 2015**. We are looking for presenters to be here between 9:00 am, beginning with a light continental breakfast, finishing about 12 noon, with lunch being provided beginning shortly after 11:00 am. We are hopeful that **presenters are willing to present to three to four classes for about 20 minutes in length**. If this time frame does not work we can be at your convenience between the hours of 8:00 and 1:30 that day to accommodate your schedule in order to have you present to students within their classrooms.

If you have any questions please feel free to call me or our counselor, Cindy Holley, at (909) 388-6332 or via email at susan.keidel@sbcusd.com or cynthia.holley@sbcuscd.com. Thank you for your consideration and willingness to support our future work force as they transition from middle to high school.