



Georgia DECA Best Practice



Topic/Idea: Career Fair with Middle School and High School

Goal/Objective:

- To introduce middle school students and younger high school students to career opportunities and pathways offered by the CTE department in their high school.
- To make Marketing and DECA more visible to middle school students and the local business community.
- To assist all students in understanding career opportunities and their connections to high school pathways.

Materials needed: This can be easily held in the high school gym. Other items needed:

- List of businesses in the area that will supply individuals for booths and/or speakers.
- Letter for the businesses with agreement to participate.
- Email and fax numbers of businesses supplying speakers
- Scavenger Hunt Sheets for middle school students
- Prizes for Scavenger Hunt
- Thank you notes for presenters

Procedures/Guidelines/Instructions:

- Meet with principals of both the high school and middle school along with their counselors to set the date.
- Six weeks – eight weeks prior to the event send out letters to selected businesses
- Four weeks to the event follow up by phone with all businesses
- Send information on dates and times to the teachers in the selected classes at both schools.
- Contact local media for coverage.
- The week of the event - fax reminders to the business participants with instructions for parking and set up
- The day before the event set up the gym with tables for all presenters.
- Assign students to help with:
 - Business set up
 - Serving refreshments to business participants
 - Parking
 - Middle School Students
 - Running the Marketing / DECA Booth
- Enjoy networking.

Impact on Program: We did this for the first 6 years I was at North Hall and we have seen many of those middle school students participating in our Marketing Program and our DECA Chapter.

Attachments: None

Name of Person Submitting Best Practice: Beth Pitts

DECA Chapter: North Hall High School

Email Address: beth.pitts@hallco.org