January 14, 2011

Dear Student Organization,

I am pleased to invite you to host an information table at our annual “Promise Week: College & Career Exposition” sponsored by Milwood Magnet School: A Center for Math, Science and Technology. The College and Career Exposition will be held Tuesday, March 22, 2011 from 8:30a.m.-11:30a.m.

The purpose of the “College and Career Exposition” is to expose our 7th grade students to “College Life”. Our goal is to make college attendance an attractive goal for students to achieve and give them an opportunity to explore a variety of careers. We ask that you host an information table about your organization, similar to that of Bronco Bash or Cougar Days, to give our students a “real look” at the academic, cultural and social aspects of college life. We recommend that you provide information in a fun, engaging and/or hands-on manner (brochures, giveaways, activities, pictures, etc). The benefits of being apart of the “College and Career Exposition” are:

- **Volunteer Opportunity**: Volunteering is a resume builder.
- **Organizational Growth/Sustainability**: Develop early interest in your organization with future WMU students. You will see approximately 220-250 students.
- **Community Connection**: Partner with a KPS school and establish connections for future partnerships.
- **Make a Difference**: Inspire a young person to make college a goal.
- **Recruitment**: Recruit students to be apart of community-based activities and programs that your organization sponsors.

Please arrive on Tuesday, March 22, 2011 between 7:30-8:30a.m. for continental breakfast, meet & greet and table set-up. Enclosed you will find a response form. Please complete this form and return it to Milwood Magnet School, 2916 Konkle St., Kalamazoo, MI 49001 by February 28, 2011. An electronic copy of the form can be accessed on our website at [www.milwoodmagnet.org](http://www.milwoodmagnet.org).

For more information, please contact Tamela Brown at 269-547-8586 or browntd@kalamazoo.k12.mi.us. Thank you in advance for your time and consideration. We hope you will join us this year for the *Promise Week: College and Career Exposition*!

Sincerely,

Tamela Brown
Curriculum Integration Teacher
Milwood Magnet School
Promise Week: College & Career Exposition
Student Organization Response Form

Yes we will host a booth/table at the Milwood Magnet School “College and Career Expo” on Tuesday March 22, 2011!

No, we can not attend, but would like to partner in future opportunities and events.

Organization Name: ____________________________________________________________

Type/Description of the Organization: ____________________________________________

College Affiliation (check one):

_____ WMU  _____ KVCC  _____ K-College  _____ Other: _______________________

Contact Person: __________________________________________________________________

Phone (best): ___________________________________________________________________

Email: _________________________________________________________________________

We will provide a table and 2 chairs for each organization. Please indicate additional needs below:

Outlet/Power source  Extra table/chairs  Easel

Amount __________

Other (please list): __________________________________________________________________

We may be able to accommodate you by providing some technology. Please indicate what technology you may need of:

_______________________________________________________________________________

Additional Information

_______________________________________________________________________________

Please return this form to Milwood Magnet School, 2916 Konkle St. Kalamazoo, MI49001 or email it browntd@kalamazoo.k12.mi.us. For more information call Tamela Brown at 269-547-8586.