From: Deanna Corry, Recruiting Events Assistant  
Date: February 3, 2016  
Subject: 8th Grade Career Day - REGISTRATION INFORMATION  

On Tuesday, March 8, 2016, WITC-Rice Lake is offering our WITC 8th Grade Career Day. Each school will have the choice of attending one of two morning sessions, but not both. Students will attend three presentations during their session. The first morning session runs from 8:40-10:25 and the second morning session runs from 10:15-12:00. Please review the included agenda for all details. This year UWBC will be coordinating tours directly, so please contact Kevin Falkenberg if interested: kevin.falkenberg@uwc.edu.

TO REGISTER:

1. Have each student attending complete a yellow registration form indicating the top six sessions they would like to participate in. I only included a few copies, so please make extras. You can also have students register online – the link will be emailed to you or you can find the form on the WITC Events page.

2. Once all students have filled out forms, please complete the blue tally sheet.
   a. If middle school staff is able and willing to help, please print their name on the bottom of the tally sheet. They will be asked to sit in speaker classrooms and to monitor in the rooms and hallways between sessions. The extra help is crucial in making this event successful.
   b. If submitting registrations online, you can also complete the tally sheet online on the WITC Events page.

3. Please have all materials returned by Wednesday, February 24th; early registrations are encouraged. If submitting paper forms, feel free to scan/email back to deanna.corry@witc.edu.

4. We try our hardest to assign students to their top choices, however, room assignments are first come/first serve; some sessions may fill up early. We ask that you complete any late forms online.

NEXT STEPS:

- When WITC receives the school packets:
  a. School will be contacted regarding which session they are approved for.
  b. Students will be assigned to breakouts; maps w/ session listings will be made for each student.

- Once the students are assigned, a final confirmation packet will be mailed to the school prior to the event. It will include:
  a. A booklet including a map of WITC for each student specifically listing the rooms their breakouts will be in & a spot to record information.
  b. Bus drop off & pick up information. (we will have bus pick up at the HUB at WITC).
  c. Staff assignments for those who volunteered (will receive a map with session listings).

If you have questions regarding the 8th Grade Career Day, please contact Deanna Corry at 715-234-7082, ext. 5683 or deanna.corry@witc.edu. Thanks for your support!

Enclosures: Agenda, Registration Forms, Tally Sheet