

January 15, 2003

Dear :

The North Central Tier of Junior Achievement and the 2003 Young Women's Futures Symposium Committee are pleased to invite you to help young women throughout North Central PA experience a day long event that will help them prepare for the future! The 2nd Annual Young Women's Futures Symposium, "Stairway to Success", is set for March 6, 2003 at Susquehanna University.

We are currently in need of professional women who are willing to serve as mentors for the young women during the symposium and your name has been suggested. As a mentor, you would be assigned to 3-4 young women during the lunch hour only. Each mentor will be asked to sit with their students during the luncheon from 11:45 am-1pm. During that time, we would as you to:

- Discuss the students' interests and career desires
- Describe your career and how you prepared for it and/or any obstacles you faced in pursuing your career
- Help them explore various career possibilities
- Serve as a role model

In addition to having lunch with the girls on the day of the symposium, we ask that you attend a training session for all mentors on February 4, 2003, 6pm at Susquehanna University. Once we receive confirmation that you would like to serve as a mentor for this event, we will send you more specific information concerning the training.

Please review the enclosed sheet that discusses the role and responsibilities of a mentor. If you have any questions or concerns, please do not hesitate to contact me at (570) 523-8867 or via email at jchrist@bucknell.edu.

We are aware that your time is limited, but investing a small amount of it will make a difference that lasts a lifetime to these young women. Please return the attached form indicating your interest and availability. Thank you for your support of the 2nd Annual Young Women's Futures Symposium. We look forward to your participation!

Sincerely,

Judith A. Christ

Young Women's Futures Symposium

Stairway to Success

Qualities of a Mentor

- Open to give advice to young women
- A positive role model
- Feels confident in describing your career
- Can offer career advice

Responsibilities of a Mentor as the Symposium

- Explore the students' interests and career desires
- Tell students about yourself
- Establish a rapport with the students
- Describe your career and how you prepared for your career
- Explain various career opportunities that exist
- Help the students think outside of the box; think beyond traditional careers
- Give them advice about how they can prepare for their futures, including possible courses to take, volunteer opportunities, etc.
- Describe different educational experiences they can explore for life after high school: technical schools, junior college, college, lifelong learning
- Tell them about places to get more information, what they should read

Responsibilities of a Mentor outside the Symposium

- Provide feedback about your mentoring experience to Junior Achievement
- Encourage the young women to contact you if they need guidance in the future

Time Commitments

February 4, 2003	Mentor Training at Susquehanna University, 6pm-7pm
March 6, 2003	Young Women's Futures Symposium, 8a.m. – 1:00 p.m.

Young Women's Futures Symposium

Stairway to Success

March 6, 2003

Susquehanna University

_____ Yes, I accept your invitation to be a **Mentor**. I understand that I will arrive at the Symposium at 7:30 am on March 6, 2003 and meet with my students from 11:20am – 1:00pm. I understand that I have the *option* to offer my students a ½ day job shadowing experience to take place within 2 months of the Symposium.

If yes, are you available to attend the Mentor training on February 4, 2003, at 6pm, at Susquehanna University? _____ YES _____ NO

_____ No, I am unable to participate this year.

Name: _____

Title: _____

Business: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Please return this form to Judith Christ

Fax to (570) 523-8869

or mail to:

Judith Christ

Bucknell SBDC

Dana Engineering Building

Lewisburg, PA 17837

When you send in this confirmation, please also provide a brief biography of yourself to include in the Symposium materials. Thank you!