

Dear Colleague:

Thank you for agreeing to be a contact person for high school career counselors. Enclosed you will find the following information:

- A copy of the letter sent to high school counselors after their seminar.
- A list of other contact people. You should coordinate your efforts with the other contact people in your area.
- A packet of information for you to copy and send to counselors when requested.
- A packet of information to use when doing school visits or speaking with students.

Your duties:

- Coordinate efforts with the other contact people in your district.
- Contact other reporters in your district to determine their willingness to do presentations at area schools.
- Contact court administrators, firm owners, or others to determine time-off policies when school presentations need to be scheduled.
- Distribute the information packets to the reporter going to the school (this can be yourself or another reporter in your area).

Thank you for volunteering to take part in this important process. By being able to fill reporting jobs, we are more likely to ensure our status as the guardians of the record.

If you have any questions, contact the Board liaison or Advanced Technology Committee.