



West-MEC Counselor Discover Building Trades Grant Cover Page 2018-2019

High School: _____

High School Address: _____

Name of applicant: _____

Job title: (counselor/career center specialist) _____

Phone: _____ Email address: _____

Submit registration confirmation for one of both AZ Construction Career Days, Nov 1-2, 2018; submit a brief Action Plan with your choice of Open House, and Interactive Building Trades Tour, along with this cover.

Submit to: studentservices@west-mec.org
Application deadline: Monday, September 24, 2018
Post-conference date: No later than Wednesday, January 23, 2019

During a pre-conference planning session with West-MEC staff, the applicant submitted information in compliance with externship grant guidelines.

West-MEC Student Services Member _____

Signature _____ Date _____

Applicant _____ Signature _____ Date _____

Administrator _____ Signature _____ Date _____

CTE Director _____ Signature _____ Date _____



West-MEC Counselor Discover Building Trades Grant Description 2018-2019

West-MEC requests applications from individual counselors/career center specialists in member* and charter schools to reward successful externships leading to increased, up-to-date knowledge about careers related to Career and Technical Education (CTE) Building Trades programs offered at West-MEC.

Externship: *A customized experience whereby counselors/career center specialists receive current information about a career pathway by taking an in-depth look at the industry. Purposeful activities are planned by West-MEC staff and its industry partner(s) to accomplish predetermined goals and provide information relevant to counselors as they guide students' career development and educational planning.*

By participating in a Discover Building Trades externship, counseling professionals will be better able to advise students about personalized career pathways, skill sets required in the workplace, licenses/certifications, job outlook, and preparation needed in high school and at the post-secondary level.

The externship is scheduled for three (3) days by West-MEC and its Building Trades Program partner(s) :

- Day 1: Industry tour AZ Construction Career Days, 6 hours, Th., Nov.1, 2018, 8 am – 2 pm
- Day 2: West-MEC Southwest Campus/ Northeast Campus/ 2 hours, Open House, various dates, Fall 2018
- Day 3: Interactive Building Trades Tour/ 2 hours, various dates, 9 am – 11 am

At the conclusion of the Discover Building Trades externship, each counselor will prepare and deliver **one** targeted presentation to the appropriate students (10th and/or 11th grades) and parents at their school/district to educate them about opportunities in this career field. Lesson delivered no later than Friday, January 18, 2019.

The deliverables for the grant are:

- Externship schedule(s)
- Sign-in sheet(s) with signatures indicating full attendance
- Pre and post-externship conference reflections with West-MEC Counselor Liaison
- Lesson plan for Building Trades Careers to students and parents includes Central and Satellite Programs
- Attendance documentation for the Building Trades Careers lesson/presentation

A stipend of \$ 500.00 will be paid directly to the counselor for the externship and follow-up lesson/presentation. This grant will be awarded to no more than ten (10) counselors/career center specialists** across the West-MEC District for their time devoted to CTE professional development and work performed in preparing and delivering an effective presentation.

Stipends may take 6-12 weeks to process after all required paperwork is submitted. Transportation, meals and any other expenses incurred by the grant participant during the externship are the responsibility of the participant and are not reimbursed.

* Member school belongs to one of the twelve member districts that voted to join West-MEC.

** Each participating school is eligible for only one (1) West-MEC Counselor Discover Building Trades Grant.

West-MEC's goal is to award the grant to counseling professionals in several participating schools.

<u>To Be Completed By Grant Committee:</u>	
Grant: _____	Granted _____ Not Granted
Funds to be disbursed to individual participant as follows:	
Name: _____	Amount: _____

NOTE: Counselors may only participate in one West-MEC grant program per school year.



Every West-MEC Discover Building Trades Grant participant is asked to write a thank-you letter to our industry partners for providing this grant opportunity.

The letter needs to express your thanks for the professional development you are receiving. Please include specific information such as what aspects of the Construction Days, Open House, or Interactive Tour you most enjoyed and learned from, and how participating in the West-MEC Discover Building Trades Grant will help better guide students in construction careers pathways.

Please address your letter to: “Dear Building Trades Partners.” Sign the letter with your full name and send:

By Email to: studentservices@west-mec.org

OR

Mail to: Student Services

West-MEC, 5487 North 99th Avenue

Glendale, AZ 85305

Thank-you letters are due no later than Friday, January 18, 2019.

West-MEC bundles all thank-you letters and sends to business partners on behalf of grant participants along with thank-you letters from staff/administration.

We appreciate your cooperation. We at West-MEC are very grateful for our donors’ support of our students, staff and **counselors**. We hope to maintain our relationship with our donor/business partners and showing appreciation goes a long way in renewing this grant from year to year.