

THE MINNESOTA HISPANIC EDUCATION PROGRAM

**The Hispanic Education Career Fair
Planning and Implementation Manual**

Robert Schryver

CURA has supported the work of the author(s) of this report but has not reviewed it for final publication. Its content is solely the responsibility of the author(s) and is not necessarily endorsed by CURA.

CURA RESOURCE COLLECTION

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INTRODUCTION

The main mission of the Minnesota Hispanic Education Program (MHEP) is to encourage and motivate Hispanics to pursue educational opportunities and increase their access to higher education. It is apparent that Hispanics are an underrepresented population in many facets of society. One of the most important of these is post secondary education . When one looks at the statistics, one may conclude that there is still much work to be done if Hispanics are to be represented -- if not equally, at least proportionally -- in higher education. The Minnesota Hispanic Education Fair is one way in which to promote the necessity for higher education. In addition, the fair increases the awareness of Hispanics in order to increase not only the participation, but also the graduation rate (percentage) of Hispanics in post-secondary and post-baccalaureate programs.

Each fall, the Minnesota Hispanic Education Program provides an annual education fair to Hispanic high school students. The Education Fair provides Hispanic students with an opportunity to meet Hispanic professionals and talk to representatives from different colleges and universities in Minnesota and Wisconsin. These role models provide the students with information on career aspirations, educational requirements and opportunities. In addition, they explain how to succeed in the academic environment.

The Hispanic Education Fair is more than just a display of college recruiters promoting their schools, it's a series of career workshops and presentations addressing the importance of education. This forum is used to motivate and empower the students to pursue post secondary education. The fair includes a college panel composed of Hispanic students who provide an opportunity for participants to discuss educational goals and encourages them to utilize the Hispanic educators as well as community resource professionals. Lastly, the fair provides an opportunity for high school counselors to meet leading Hispanic educators and discuss ways to motivate and promote post secondary education benefits to their Hispanic students.

Finally, there are many desired outcomes that we wish to see happen. We wish for:

1. Hispanic students to be more aware of what it takes to go to college.
2. Hispanic students to be more motivated and pursue post-secondary education.
3. Hispanic students to consider career fields where they have traditionally been underrepresented.
4. Hispanic students to feel a heightened sense of pride and self-esteem.
5. High school, post-secondary, and community agency personnel to be more informed of the issues and concerns affecting Hispanic students.
6. High school, post-secondary, and community agency personnel to be aware of knowledge and skills necessary to motivate and work effectively with Hispanic students.
7. Hispanic students to be aware of the larger Hispanic community in which they live.
8. Post-secondary institutions to actively recruit Hispanic students.

ASSIGNMENTS AND TASKS

Committee Structure

The Hispanic Education Fair officers and general committee members may be viewed in **Appendix A**. It is common practice for the members to rotate positions and job responsibilities annually. It allows each member an opportunity to account for various areas of responsibility. In addition to the general body, there exist subcommittees chaired by one of the general officers. The general body of these subcommittees consist of recruits (See Section 3.41, Part 7).

Description and Charge

The committee responsibilities concerning the fair are:

- bussing
- exhibitors'/workshop registration
- break and lunch
- college student panel
- public relations (media coverage)
- planning incentives
- ensure completion of exhibitor worksheets
- planning registration format
- banners
- student registration
- counselors' workshop
- students' evaluations
- master of ceremonies
- agenda
- agenda(s)
- student attendance (per workshop)
- floaters(i.e.-wandering counselors)

Planning Outline

Agenda setting is a very important issue. The better one plans, then the better are the chances of dealing with possible future problems. Without proper planning something will most surely go wrong during the event. Therefore, it is necessary to have a planning outline (chart). The planning outline (**Appendix B**) is designed to aid each specific planning sub-committee or the planning committee in general. By looking at the chart, one may notice that the education fair objectives, goals, and tasks should be established on an annual basis. This is a successful method, for when coordinating with outside organizations (bussing contractors, universities, etc.) it is important to allot them enough time to meet demands and needs. More importantly, it allows preparation for or prevention of possible problem areas. For example, through the use of such a time table, one may visualize probable scheduling conflicts and resource shortages.

Specific Areas Requiring Work

Pre-Event

1. **Planning:** As stated in section 3.3, it is necessary to use the monthly time table when planning for the education fair. However, this is not the only task of the pre-event planning stage. The first thing that should be done is the planning stage. During this stage, it is necessary to develop areas of tasks and who will perform them. Please refer to section 3.2 for a list of these areas

Once this stage has been completed, we must focus on the implementing procedures. This is where the timeline and daily agenda come into play. The time table will prioritize the tasks by month and designate a dead line for completion. When approaching the day of the event, a daily agenda worksheet must be completed (see **Appendix C**). The time, objectives, and name of the person in charge of each activity should be defined. The actual fair agenda (**Appendix M**) may be completed once the worksheet is finalized. Finally, a "dry run" of the event would help define possible problem areas and allow for contingent plans. The use of visuals, layouts, and scripts will help "walk" the hosting institution through the event before it actually occurs. After the event, an evaluation process will take place. This will be explained in section 3.43.

Minneapolis: The Hispanic Education Program sends a letter to the city school superintendent. The superintendent then supplies a liaison to assist the education fair committee representative. This letter includes information regarding:

- number buses needed
- number of school pick-up sites
- number of students
- pick-up and drop-off schedule
- destination(s)

3. **Program for the Day:** Once again, **Appendix M** provides an idea for the day's program. Basically, the program is the agenda for the fair activities. However, key instrumental people should have a completed and detailed copy of **Appendix C**. This enables them not only to know the time line, but the particulars as well.

4. **Entertainment:** The only requirement for the day's entertainment is that it reflect and promote Hispanic culture. Past events have included:

- keynote speakers
- innovative plays
- musical groups (bands, singers, etc.)
- dancers

5. **Registration: Recording Information:** using the pre-registration information, the committee creates a computerized accountability system for the registration table.

Fair Packets: two weeks prior to the fair, the committee will separate into subcommittees and prepare folders for their respective school's students. These folders will include an agenda, locations, session tickets for two workshops (prevents overcrowding), a name tag, and any other literature the committee deems necessary. Once completed, the folders are put into boxes. These boxes are then alphabetically organized by school and distributed the day of the fair.

Workshop Tickets: the tickets (computerized, written out, whatever works) are printed with the Workshop name. The number of seats available for each workshop space designates the number of tickets printed. For example, if BUSINESS is offered for both Workshop I and II and it is scheduled for a room that can seat 50 people then: 50 tickets are printed for each session. The workshops are filled when the tickets are gone.

6. **Lunches and Site Setup:** The committee liaison to the hosting institution should establish the meal plan and site setup particulars in conjunction with the hosting representative. Topics of importance include:

- lunch source (in-house or catering?)
- pricing for food
- needed vs. available rooms
- other necessary resources

7. **Student Workshops:** Please refer to **Appendix O:**

- there are two sessions
 - each session consists of workshops
 - each session is the same, only at different times
 - each student attends two workshops (one during session I, one during session II)
 - a professional should teach workshop
- Example: a teacher should instruct teaching workshop

8. **Counselor Workshops**: The purpose of these workshops is to:

- give community professionals a chance to work with future Hispanic generation(s)
- give them an idea of the students' needs regarding resources
- promote continuing education opportunities

9. **Raffle and Door Prizes**: The raffle has a dual purpose. First, it encourages the students to fill out their fair evaluations. They are collected after lunch and the names are put into the raffle drawing. This allows the fair officials to receive feedback and an estimate of attendance. Second, it gives the students a chance to go home with a souvenir. These souvenirs are provided by the attending colleges. For example, a college may donate a coffee mug with its logo on it.

10. **Evaluation Forms**: The purpose of these forms is to receive feedback from the students, counselors, and other fair attendees. **Appendix P** provides a questionnaire sample.

Post Event

1. **Fair Statistic Analysis**: Such analysis is important for monitoring recruiting efforts effectively. To track Hispanic students we must use the existing list of metropolitan schools (**Appendix D**). The list may be comprised of information from the Minnesota Department of Education, local school districts, and the hosting fair institution. For each school:

- report the percentage of Hispanic students from each school
- report increases(decreases) in Hispanic percentage of population statistics for each school
- report Hispanic population shifts (for the regional area)

Example: report how many 12th graders attended the fair and went to college.

2. **Attending Student List**: This list allows fair officials to:

- identify clients/students
- provide information to college recruiters

3. **"Thank You" Letters**: The most important aspect of a successful project is communication. In particular, we must express gratitude towards those that gave of their time and resources to the fair. Among those that should be remembered are the key note speaker, school counselors, sub-committee members, and exhibitors. In short, any one helping implement the fair should receive some post-fair recognition. **Appendix Q** offers a sample "thank you" form letter.

4. **Fair Improvement Recommendations**: After the fair, the committee evaluates the outcome of the events. In addition, it analyzes the annual meeting minutes. The decisions from the minutes govern future changes for fair planning and implementation.

APPENDICES

- Appendix A: Education Fair Committee
- Appendix B: Annual Planning Outline
- Appendix C: Fair Program Agenda Worksheet
- Appendix D: Metropolitan High School Addresses
- Appendix E: Educator's Update
- Appendix F: Student Pre-Registration Form
- Appendix G: Sample Publicity Flyer
- Appendix H: Exhibitor Rental Agreement
- Appendix I: Hispanic Education Fair Flyer
- Appendix J: MHEP Fair Budget
- Appendix K: Co-Chair Organizational Chart
- Appendix L: Fair Committee Registration Form
- Appendix M: MHEP Fair Agenda
- Appendix N: School Registration Form
- Appendix O: Workshop Schedule
- Appendix P: Fair Evaluation Form
- Appendix Q: Sample "Thank You" Letter
- Appendix R: Bussing Request Form

APPENDIX A

1993-Education Fair Committee

Roberto Acosta
St. Paul Technical College
235 Marshall Avenue
St. Paul, MN 55102
(612) 221-1334

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Metropolitan State University
700 E. 7th Street
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100 S. College St
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184 Darland Admn. Bldg.
Duluth, MN 55812
(218) 726-8817

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Educational Talent Search
St. Olaf College
694 Smith Avenue So.
St. Paul, MN 55107
(612) 291-1494
(507) 646-3781-St. Olaf
(612) 293-8600
Humboldt guidance office

Judy Schuck, Ph.D.
Associate Dean of Students
Mpls. Community College
1501 Hennepin Avenue
Mpls., MN 55403-1779
(612) 341-7549

APPENDIX B

MHEP Proposed Time Table For Education Fair and Graduation Fiesta **DECEMBER**

- _____ Put together a letter to proposed committee members requesting participation and commitment for the events.
- _____ Set up regularly scheduled meetings (Every 3rd Thursday 3-5pm) for committee.
- _____ Discuss proposed event dates.
 - Education Fair _____
- _____ Decide Committee and Task Force duties.
- _____ Elect and orient new chairperson.

JANUARY

- _____ Get commitment from committee members.
- _____ Get proposals for event sites.
 - Education Fair _____(In the future we want to identify next hosting institution in June or July.)
- _____ Keep list of recommended/alternate sites.
 - Education Fair _____
- _____ Get ideas for theme(s).
 - Education Fair _____
- _____ Modify the agenda.
- _____ Get recommendations for keynote speakers.
 - Education Fair _____
- _____ Check availability of proposed keynote speakers.
 - Education Fair _____

APPENDIX B

FEBRUARY

- _____ Confirm site.
 - Education Fair _____
- _____ Confirm Education Fair keynote speaker and send letter of confirmation.
- _____ Establish budget for Education Fair
- _____ Identify entertainment for Education Fair
- _____ Begin to identify Hispanic high school students from regional high schools.

MARCH

- _____ Establish list of targeted high schools. ???
- _____ Work on one page bulletin to be sent to high school administrators, head counselors and language teachers.
- _____ Confirm entertainment for Education Fair.

APRIL

- _____ Work on letters to exhibitors, suppliers, schools, parents, students regarding fall event. ???
- _____ Begin to produce MHEP Education Fair certificates.

MAY

- _____ Sponsor small reception (MHEP- Elsa, Annabella and Committee) to invite key principals and head counselors. Put together bulletin of Education Fair, news release, show video. If possible have at Education Fair site

JUNE/JULY

- _____ Get proposals for Education Fair site.
- _____ Secure sponsor for Education Fair. (A.S.A.P.)
- _____ Decide registration format and produce forms.
- _____ Begin working on PR announcements.
- _____ Create list of recommended workshops.
- _____ Create list of recommended presenters.
 - Education Fair
- _____ Decide major schools to contact. (Already have a list).

APPENDIX B

- _____ Design counselor evaluation form to get recommendations for career fair. (July/August)
- _____ Put together rough draft of Education Fair agenda. (June/July)
- _____ Review list of school names for exhibitors. reconfirm contacts, addresses, phone numbers. Use current list, updated if necessary. (July/August)

AUGUST

- _____ Prepare adequate maps, agenda, and other info ready to be sent to speakers, presenters, exhibitors, schools, parents, and volunteer workers.
- _____ Meet with Ettinger and Minneapolis Head Counselor to provide in service to counselors on Education Fair.
- _____ Send letter to workshop presenters requesting their participation. (August)
- _____ Start putting together supplies, maps, phone numbers, addresses for fall event.
- _____ Have busing person put together procedure on busing.

SEPTEMBER

- _____ Make final changes to agenda.
- _____ Type final agenda, have proofed and send to printer. Finished product should be back before the end of September.
- _____ PR fliers put in West Side businesses and throughout Metro Area.
- _____ PR info to all newspapers, radios, TV, colleges.
- _____ Put together packets /folders for students.

OCTOBER

- _____ Reconfirm busing arrangements. (October)
- _____ Go over all forms for accuracy.
- _____ Submit lunch count (use previous year's count).
- _____ Final count for lunch due.

APPENDIX B

NOVEMBER

_____ MHEP Education Fair.

_____ Evaluation meeting.

DECEMBER

_____ Type evaluations, statistics. Turn in to MHEP Committee.

_____ Thank you letters to school, students, parents, exhibitors, speakers, school administrators, counselors, teachers, workers.

TIME	ACTIVITY	WHO	OBJECTIVE	DETAIL

APPENDIX D

North Community High School
1500 James Avenue North
Mpls, Minn. 55411

Armstrong High School
10635 - 35th Avenue North
Plymouth, Minn. 55441

Stillwater Senior High School
523 West Marsh Street
Stillwater, Minn. 55082

Irondale Senior High School
2425 Long Lake Road
St. Paul, Minn. 55112

Southwest High School
3414 West 47th Street
Mpls, Minn. 55410

Hill Murray High School
2625 Larpenteur Avenue
St. Paul, Minn. 55109

Chaska Senior High School
1700 Chestnut
Chaska, Minn. 55318

Bloomington-Kennedy High School
9701 Nicollet Avenue South
Bloomington, Minn. 55420

Hopkins High School
2400 Lindbergh Drive
Minnetonka, Minn. 55343

Orono-Long Lake High School
795 Old Crystal Bay North
Long Lake, Minn. 55356

Red School House
643 Virginia Street
St. Paul, Minn. 55103

St. Paul Park High School
8040 - 80th Street South
Cottage Grove, Minn. 55016

Osseo Senior High School
317 Second Avenue Northwest
Osseo, Minn. 55369

APPENDIX D

St. Paul Public Schools
Superintendent
360 Colborne Street
St. Paul, Minn. 55102

Park Center High School
7300 Brooklyn Boulevard
Brooklyn Park, Minn. 55443

Minneapolis Public Schools
Assoc. Superintendent
Management Support Service
807 Northeast Broadway
Mpls, Minn. 55413

Spring Lake Park High School
8001 Able Street Northeast
Mpls, Minn. 55432

St. Thomas Academy
949 Mendota Heights Road
St. Paul, Minn. 55116

St. Paul Schools
Indian Education Program
1000 Walsh Street, Room 303
St. Paul, Minn. 55106

American Indian Learning & Resource Center
125 Fraser Hall
Mpls, Minn. 55456

Humboldt High School
30 East Baker
St. Paul, Minn. 55107

South St. Paul Senior High School
700 North Second Street
South St. Paul, Minn. 55075

North Community High School
1500 James Avenue North
Mpls, Minn. 55411

Holy Angels Academy
6600 Nicollet Avenue
Mpls, Minn. 55423

APPENDIX D

Minneapolis Public Schools
Superintendent
807 Northwest Broadway
Mpls, Minn. 55413

Brooklyn Center High School
6509 Humboldt Avenue North
Brooklyn Center, Minn. 55430

South High School
3131 - 19th Avenue South
Mpls, Minn. 55407

Cooper High School
8230 - 47th Avenue North
New Hope, Minn. 55428

Brady High School
1200 Oakdale Avenue
West St. Paul, Minn. 55118

St. Paul Schools
Minority Encouragement Program
360 Colborne Street
St. Paul, Minn. 55102

Totino-Grace High School
1350 Gardena Avenue Northeast
Fridley, Minn.. 55432

Coon Rapids Senior High School
2340 Northdale Boulevard
Coon Rapids, Minn. 55454

St. Louis Park Senior High School
6425 West 33rd Street
St. Louis Park, Minn. 55426

W. Humboldt Complex High School
215 South Chatsworth Street, #7
St. Paul, Minn. 55105

The New Regina High School
c/o Salem English Lutheran Church
Mpls, Minn. 55408

APPENDIX D

St. Paul Open School
Counselors
1023 Osceola Avenue
St. Paul, Minn. 55105

Highland Park Senior High
1015 Snelling Avenue South
St. Paul, Minn. 55116

Edison High School
700 - 22nd Avenue Northeast
Mpls, Minn. 55418

Rosemount Senior High School
14445 Diamond Path
Rosemount, Minn. 55068

Central High School
275 North Lexington Parkway
St. Paul, Minn. 55104

Eden Prairie High School
17185 Valley View Road
Eden Prairie, Minn. 55344

Harding Senior High School
1540 East Sixth Street
St. Paul, Minn. 55106

Hastings Senior High School
11th & Pine Street
Hasting, Minn. 55033

Breck High School
123 Ottawa Avenue North
Mpls, Minn. 55422

Columbia Heights Senior High School
1400 - 49th Avenue Northeast
Columbia Heights, Minn. 55421

Edison High School
700 - 22nd Avenue Northeast
Mpls, Minn. 55418

Como Park Senior High School
740 Rose Avenue West
St. Paul, Minn. 55117

APPENDIX D

Edina High School
6745 Valleyview Road
Edina, Minn. 55435

Minnesota Department of Education
979 Capitol Square Building
St. Paul, Minn. 55101

Centro Cultural Chicano
1704 Dupont Avenue North
Mpls, Minn. 55411

Washburn High School
201 West. 49th Street
Mpls, Minn. 55409

St. Anthony Village High School
3303 - 33rd Avenue Northeast
Mpls, Minn. 55418

Rosemount Senior High School
14445 Diamond Path
Rosemount, Mn. 55068

Mound Westonka High School
5905 Sunnyfield Road East
Mound, Mn. 55364

St. Bernard's High School
170 West Rose Avenue
St. Paul, Minn. 55117

Apple Valley High School
3335 - 142 Street West
Apple Valley, Mn. 55125

Richfield Senior High School
7001 Harriet Avenue South
Richfield, Mn. 55423

Simley Senior High School
2920 - 80th Street East
Inver Grove Heights, Mn. 55075

APPENDIX D

Roosevelt High School
4029 - 28th Avenue South
Mpls, Mn. 55406

St. Agnes High School
525 Thomas Avenue
St. Paul, Minn. 55103

Benilde-St. Margaret's
2501 Highway 100
St. Louis Park, Mn. 55409

Jefferson High School
4001 W. 102nd Street
Bloomington, Mn. 55431

Henry High School
2020 - 43rd Avenue North
Mpls, Minn. 55412

District #218, Robbinsdale Public School
4148 Winnetka Avenue North
New Hope, Minn. 55427

De La Salle High School
25 West Island Avenue
Mpls, Minn. 55401

Our Lady of Guadalupe Church Bulletin
530 Andrew Street
St. Paul, Minn. 55107

Blaine High School
12555 University Avenue Northeast
Blaine, Minn. 55434

West Luthern High School
1001 Highway 7
Hopkins, Minn. 55343

Johnson High School
1340 Arcade Street
St. Paul, Minn. 55106

Woodbury High School
2665 Woodlane Drive
Woodbury, Mn. 55125

APPENDIX D

Minnetonka High School
18301 Highway 7
Minnetonka, Minn. 55345

Tartan Senior High School
1828 Greenway
Oakdale, Minn. 55109

Anoka Senior High School
3939 North Seventh Avenue
Anoka, Minn. 55303

Sibley High School
1897 Delaware
Mendota Heights, Mn. 55118

Wayzata West Junior High School
149 Barry Avenue
Wayzata, Mn. 55391

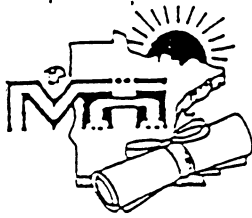
Burnsville High School
600 East Highway 13
Burnsville, Mn. 55118

Minnehaha Academy
3107 - 47th Avenue South
Mpls, Mn. 55406

The Blake Schools
511 Kenwood Parkway
Mpls, Minn. 55403

Visitation High School
2475 Dodd Road
St. Paul, Minn. 55118

Wayzata High School
Wayzata Blvd & Barry Avenue
Wayzata, Minn.. 55391



Minnesota Hispanic Education Program
 245 E. 6th Street
 St. Paul, MN 55101
 (612) 222-6014

APPENDIX E

Minnesota Hispanic Career Fair
*Celebrating a Decade of Educational
 Empowerment*
 Friday, October 9, 1992
 8:00 a.m. - 1:30 p.m.
 St. Paul Technical College

EDUCATOR'S UPDATE

**The Minnesota Hispanic Education
 Program (M H E P)**

Elsa Vega-Perez
 Executive Director

Mission: To Encourage and Motivate Hispanics to Pursue Educational Opportunities and Increase Their Access To Higher Education

Founded in 1982 as a 501 (c) 3 non-profit organization, the Minnesota Hispanic Education Program (MHEP) was established to promote the continued education of Hispanics, to improve their social and economic mobility.

Who Are We?

Eduardo Gutierrez,
 Hispanic Education Fair Committee Member

The Hispanic Education Fair evolved out of the need to link Hispanic high school students with the options that post secondary education provides.

As a result, a centralized forum, where Hispanic high school students meet with mentors and are introduced to educational resources was established. The education fair has grown from a simple college fair to a full fledged forum where educational issues are presented by means of workshops, keynote addresses, panel discussions, peer advising and a display of educational exhibitors.

**What is unique about the Hispanic
 Education Fair.**

Annabella Romer-Le Page
 Hispanic Education Fair Chairperson

Each fall, the Minnesota Hispanic Education Program provides an annual education fair to Hispanic high school students. The Education fair provides Hispanic students with an opportunity to meet Hispanic professionals and talk to representatives from different colleges and universities in Minnesota and Wisconsin. These role models provide the students with information on career aspirations, educational requirements and opportunities. In addition, they explain how to succeed in the academic environment.

The Hispanic Education Fair is more than just a display of college recruiters promoting their schools, it's a series of career workshops and presentations addressing the importance of education. This forum is used to motivate and empower the students to pursue post secondary education.

The fair includes a college panel composed of Hispanic students who provide an opportunity for participants to discuss educational goals and encourage them to utilize Hispanic educators and community resource professional

Lastly, the fair provides an opportunity for high school counselors to meet leading Hispanic educators and discuss ways to motivate and promote post secondary education benefits to their Hispanic students.

UPCOMING EVENTS

SEPTEMBER

Education fair packets sent to high schools

SEPTEMBER/OCTOBER

Visit target schools

OCTOBER

*High school student pre-registration and workshop selection

- Deadline: October 5, 1992

*Minnesota Hispanic Career Fair

October 9, 1992 8:00 a.m. - 1:30 p.m.

APPENDIX F

SEVENTH ANNUAL
HISPANIC EDUCATION FAIR

(Today's Date)

NAME: _____
(First) (Middle) (Last)

HOME ADDRESS: _____
(Street)

_____ (City) (State) (Zip Code)

HOME PHONE: _____
(Area Code) (Number)

NAME OF PARENT(S) / GUARDIAN(S): _____

Parent / Guardian's Phone Number (if different than Home Phone): _____

NAME OF YOUR SCHOOL: _____

Grade or year in School:	<u>High School</u>	<u>Post Secondary</u>
	____ 9th	____ Freshman
	____ 10th	____ Sophomore
	____ 11th	____ Junior
	____ 12th	____ Senior

ADULTS:

What is the last year of education you have completed? _____

What is your current occupation? _____

What are the reasons for your interest in Education? _____

____ Career Change
____ Expand your Education
____ Cultural Enhancement
____ Other (Please Specify) _____

ATTENTION STUDENTS

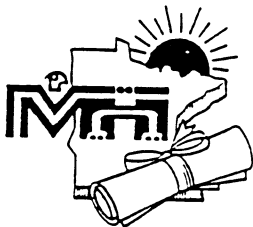
- WHAT WILL YOU BE WHEN YOU GROW UP?
- DO YOU WANT TO LEARN HOW TO AFFORD AND GET INTO COLLEGE?
- DO YOU WANT TO LEARN ABOUT EXCITING CAREERS?

Then come to:

The Ninth Annual
Hispanic Education Fair
Friday, October 25, 1991
8:00 a.m. to 1:30 p.m.
at
Concordia College
Hamline Ave, St. Paul

Spend the day mingling with Hispanic students and adults from a variety of colleges and professions.

To register or for more information, contact your High School Counselor or contact Minnesota Hispanic Education Program
(612) 222-6014



An Activity of the
Minnesota Hispanic Education Program
245 E 6th Street
St. Paul, MN 55101

CONCORDIA COLLEGE
ST. PAUL, MINNESOTA

APPENDIX H

MINNESOTA HISPANIC EDUCATION FAIR

October 25, 1991

8:00 a.m. to 2:00 p.m.

Buetow Fine Arts Building

On the Campus of Concordia College, St. Paul

Hamline Avenue and Interstate 94

Saint Paul, Minnesota

EXHIBITOR RENTAL AGREEMENT

Institution Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ / _____
(area code)

Contact Person: _____ Title: _____

The institution named above agrees to purchase exhibit space for the ninth annual Hispanic Education Fair. The space rental fee is \$100 if received by October 4, 1991. The fee for agreements received after that date is \$125. Lunch will be provided. Space is limited, and will be assigned in the order received. A six foot table with two chairs will be provided. Electrical outlets will not be available.

Make checks payable to Minnesota Hispanic Education Program, Inc.

Return this form to:

**M.H.E.P. Education Fair
c/o Office of Admission
Concordia College
275 North Syndicate
St. Paul, MN 55104**

HISPANIC EDUCATION FAIR

High School Counselors:

Ten years ago the Hispanic Education Fair began as a sign of hope for the Hispanic youth in the Twin Cities area. The Education Fair has grown from a hope to a reality that has touched Hispanic youth from all over Minnesota. The Education Fair is unique because young people have the opportunity to meet and interact with Hispanic adults from a variety of professions. Many young Hispanics have received valuable information and support because of contacts made possible through the Hispanic Education Fair. The Hispanic Education Fair has expanded the College-bound pool of Hispanic youth by providing encouragement, guidance and valuable post-secondary information.

Yesterday's hope is truly becoming tomorrow's reality. We encourage your support and enthusiasm!

The 1992 Hispanic Education Fair for Hispanic high school students, their parents, counselors and the general public will be held:

Friday, October 9, 1992
8:00 a.m. to 1:30 p.m.
St. Paul Technical College
235 Marshall Avenue
St. Paul, Minnesota

If you have any questions or concerns regarding the 1992 Hispanic Education Fair please call:
Elsa Vega-Perez at (612) 222-6014

TENTH ANNUAL

HISPANIC EDUCATION FAIR

A G E N D A

8:00 a.m. - 8:20 a.m.	Registration
8:20 a.m. - 8:25 a.m.	MHEP Welcome and Introduction
8:25 a.m. - 8:30 a.m.	Welcome by President of St. Paul Technical College
8:30 a.m. - 9:15 a.m.	Motivational Presentation
9:15 a.m. - 9:45 a.m.	Student Panel
9:45 a.m. - 9:55 a.m.	Break
9:55 a.m. - 10:25 a.m.	First set of workshops
	• SCIENCE PROFESSION
	• MEDICAL PROFESSION
	• TEACHING PROFESSION
	• BUSINESS PROFESSION
	• ENGINEERING PROFESSION
	• LAW ENFORCEMENT PROFESSION
	• ACQUIRING A TECHNICAL EDUCATION (IN SPANISH)
10:25 a.m. - 10:30 a.m.	Break
10:30 a.m. - 11:00 a.m.	Second Set of Workshops
	• LAW PROFESSION
	• MEDICAL PROFESSION
	• TEACHING PROFESSION
	• COMPUTER SCIENCE PROFESSION
	• ART PROFESSION
	• AVIATION PROFESSION
	• ACQUIRING A COLLEGE EDUCATION (IN SPANISH)
11:00 a.m. - 12:00 p.m.	College Exhibitors
12:00 p.m. - 1:00 p.m.	Lunch and Evaluation
1:00 p.m.	Departure

*There will be concurrent workshops provided for counselors during the student workshops.

STUDENTS:

The Hispanic Education Fair will give you an opportunity to meet and talk with Hispanic professionals who have chosen careers in business, technology, education, law/and law enforcement to mention a few. Many college exhibitors will be on hand to give you an opportunity to discuss the many services they provide. These college exhibitors will include representatives from universities, colleges, technical colleges and other programs.

In order to plan more appropriately for lunch and special features, please complete the pre-registration portion of this brochure and return it to your school counselor by
October 2, 1992

We look forward to seeing you at the Education Fair!

Sponsored By:

University of Wisconsin-Stout
St. Paul Technical College
Metro State University
University of Minnesota-Twin Cities
General College
Carlson School of Management
Upward Bound
Concordia College
Mankato State University
Inver Hills Community College
INROADS - Mpls. St. Paul
University of St. Thomas
Minneapolis Technical College
Carlton College

APPENDIX J

BUDGET FOR 1991 MHEP EDUCATION FAIR

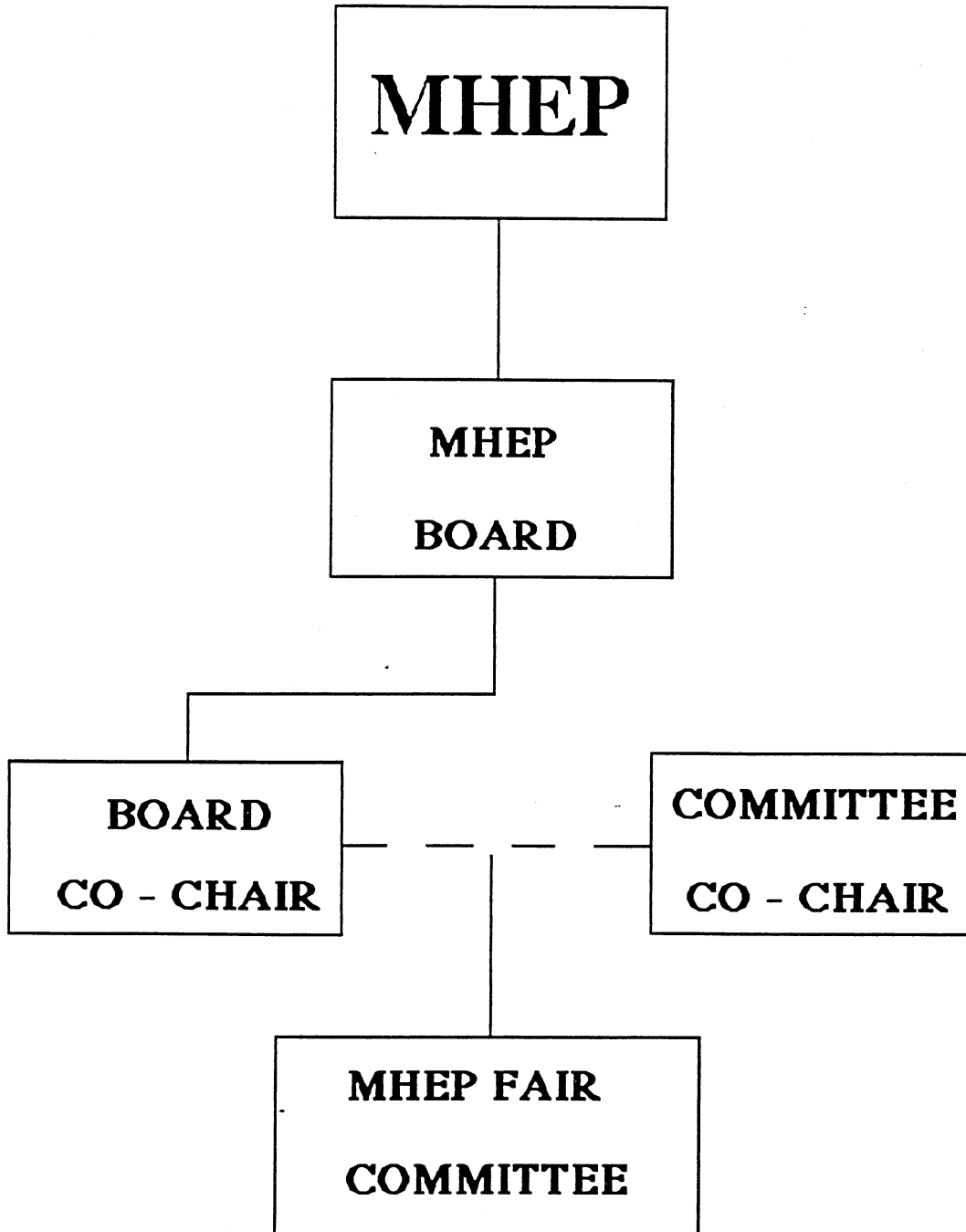
<u>EXPENSES</u>	<u>MHEP</u>	<u>IN KIND</u>
Rental for facilities	0	\$ 1522
Transportation	0	602
Lunches	1320.90	825
Student Workers	0	550
Entertainment or Keynote	600	0
Duplicating and Postage	86.60	517
Supplies	200	0
Miscellaneous	0	618
License Fees	9	0
Telephone	168	0
Bank Services	35	0
Consultants/Accounting/ Contract Services	67.84	0
Total Expenses	<u>4974.68</u>	<u>4634</u>
Combined Total	\$ 9608.68	
Personnel*		\$ 12000

*This represents time that is volunteered by an individual or given in kind by the institutions that are represented on the planning committee.

Total Income

College Exhibitor's Fees \$ 4325

APPENDIX K



APPENDIX L

_____ Yes, I would like to participate on the 199_ MHEP Education Fair Committee!

_____ Yes, I would like to participate as part of a Task Force of the 199_ MHEP Education Fair Committee!

_____ I cannot participate this year, but would like to participate in the future.

_____ No, I cannot participate at this time.

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

AFFILIATION: _____

Task force and committee responsibilities are as follows:

Task Force

- Select site
- Propose workshops and speakers
- Select theme and agenda
- Review Budget
- Design evaluation forms
- Target primary schools
- Coordinate handout information

Committee

- Promote education fair
- Visit schools for pre-registration
- Assist with Mailings
- Greet speakers, counselors and students
- Arrange Busing
- Exhibitor set-up
- Coordinate handout information

Please complete and mail to:

Name
Street Address
City, State, Zip Code
(Area Code) Phone Number

APPENDIX M

"Celebrating a Decade of Educational Empowerment"
MHEP Hispanic Education Fair
Friday, October 9, 1992
St. Paul Technical College, St. Paul, MN

AGENDA

WHERE	PRESENTER	TIME
Registration <i>Outside</i> <i>SPTC Auditorium</i>		8:00 a.m.
MHEP Welcome & Introduction <i>SPTC Auditorium</i>	Elsa Vega-Perez, MHEP Executive Director	8:20 a.m.
Host Welcome <i>SPTC Auditorium</i>	Dr. Donovan Schwichtenberg, St. Paul Technical College President	8:25 a.m.
Motivational Presentation <i>SPTC Auditorium</i>	Teatro del Pueblo	8:30 a.m.
Student Panel <i>SPTC Auditorium</i>	To be announced	9:15 a.m.
Break	Refreshments	9:40 a.m.
Career Workshops * <i>First Set</i>	See attachment	9:55 a.m.
Break	Transition from Workshops	10:25 a.m.
Career Workshops* <i>Second Set</i>	See attachment	10:30 a.m.
College Exhibitors <i>Auditorium Area</i>	Post-secondary Institutions Minnesota, Wisconsin & Iowa	11:00 a.m.
Lunch & Evaluation		12:00 noon
Departure		1:00 p.m.

* There will be a concurrent workshop provided
for counselors during the student workshops

APPENDIX O

SCHEDULE OF WORKSHOPS

• **Session I (9:55 AM - 10:25 AM)**

<u>TOPIC</u>	<u>LOCATION</u>	<u>INSTRUCTOR</u>
Teaching		
Business		
Law		
Law Enforcement		
Engineering		
Health Services		
Public Services		
Computer Science		
Art		
Aviation		
* Technical Education		
* College Education		

• **Session II (10:30 AM - 11:00 AM)**

(SAME AS SESSION I)

(*) denotes that this workshop is in Spanish.

APPENDIX P

Date

Dear Student:

We hope your day has been informative, exciting, and that you will use the information provided you. Please take time to complete this evaluation form before you leave. By telling us what you think we will be able to better plan next year's Educational Fair. Please place a checkmark next to what your best response is:

1. Overall, today's activities:

- a. Provided useful information
- b. Did not provide useful information

2. The information provided today:

- a. Will help me in planning my choices after high school
- b. Will not help me in my planning after high school

3. Having listened to the presentation by college students:

- a. I have a better understanding about going to college
- b. I know the same as I did before attending the fair

4. The Career Interest Workshops I attended were:

- a. Business
- b. Teaching
- c. Law
- d. Law Enforcement
- e. Engineering
- f. Health Services
- g. Public Services
- h. Computer Service
- i. Art
- j. Aviation
- k. Technical Education
- l. College Education

5. These workshops were:

- a. Helpful
- b. Not helpful

APPENDIX Q

MINNESOTA HISPANIC
EDUCATION PROGRAM
245 E. 6th Street, #706
St. Paul, MN 55101
(612) 222-6014

Date

Name
Position
Street Address
Institution
City, State, Zip Code

Dear _____:

The Minnesota Hispanic Education Program wishes to thank you for your time and consideration regarding this year's Hispanic Career/Education Fair. We cannot express enough our gratitude and appreciation for your help. We attribute the success of the event to people such as yourself.

Your contribution assisting in increase awareness of educational opportunities for Hispanic students. Undeniably, knowledge is the greatest gift we can give to our children. By helping promote continued education for them, you have opened doors for their social and professional growth. For this we thank you.

Sinceramente,

Name
Title

APPENDIX R

FIELD TRIP REQUEST FORM
(SUBMIT FORM AT LEAST 5 WORKING DAYS BEFORE TRIP)

DAY OF TRIP: Friday DATE OF TRIP: October 9, 1992

INSTRUCTOR: Roberto Acosta DEPARTMENT: Special Needs

DESTINATION: St. Paul Technical College

STREET ADDRESS: 235 Marshall Avenue CITY: St. Paul

PHONE #: 221-1334 APPROXIMATE DISTANCE: 10 miles - RT

NUMBER OF RIDERS (INCLUDING THE INSTRUCTOR): 45

Harding High School 7:45
Johnson High School 8:00

ME LEAVING ~~SPTC~~ AM St. Paul TC PICK UP FROM COMPANY 1:00 AM
PM PM

ANY SPECIAL INSTRUCTIONS: Harding- pick up students on 6th St side, Johnson pick-up
students in front of school. On return trip drop Johnson students first and Harding
students second

SIGNATURE OF DEAN/VICE PRESIDENT: PC

FOR BUSINESS OFFICE USE ONLY

BUDGET CODE: 51-810-175-975-⁹⁰²~~910~~-00 DEPARTMENT: ~~Spec. Needs~~ - Voc. Advisor

DATE CALLED IN: 10/5/92 TIME CALLED IN: 9:45

REQUEST TAKEN BY: Bob CALLED IN BY: Olivia