

April 2, 2024

Dear Sir or Madame:

I am contacting your organization to request your assistance in providing our students with an awesome educational opportunity. Our charter school that educates over 200 PreK – 7th graders is committed to exposing students to different careers. **Odyssey Academy-Bay Area's College and Career Day 2024** is scheduled for **Thursday, May 16th, 2024**.



The purpose of this annual event is to motivate students by working closely with the community to help improve their educational outcome. You are essential to the success of this day! We are working to educate them on critical issues and we need a strong voice from the community to help spread the message to our students that "Yes, you CAN achieve!"

We would be honored if you would accept our invitation to be a part of our College and Career Day 2024. Upon acceptance, you will need to prepare a 10-15 minute presentation. You are encouraged to bring props, photos, or any other type of visual aid that will provide our students with a better understanding of your career. The requested session commitments are as follows: **Welcome/Presenters set up: 7:45-8:10am, and presentations from 8:15am to 10:30am. Brunch will be provided for you at 10:45am.**

If you are unable to attend in person, we can set up a TEAMS or ZOOM meeting, or a recording of your presentation. If you have handouts, email them and we will print them out.

We would really appreciate your personal contribution toward a successful College and Career Day experience at Odyssey Academy-Bay Area. However, if you are unable to speak with our students at this time, please share this information with your co-workers. **Please complete the sign-up form by May 1, 2024.**

<https://forms.office.com/r/mH2UVvuATw> or **scan the QR code.**

If you have any questions, please feel free to contact me at **281-326-4555** or email me at the following: jmartinez@odyacad.com.

Sincerely,

Jan Martinez

Middle School ELA/Social Studies Teacher
Odyssey Academy-Bay Area
2600 Stanley Lane
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Odyssey Academy-Bay Area's
Career Day Sign-up 2024

