

## 1) Who do you already know in the finance profession that could speak to your students?

[Write your definition here.]

Name	Company or Type of Expertise

## 2) Build a list of questions that you will want to address in the process of searching for and coordinating with a guest:

- ☐ What is the procedure for classroom guests in the school? (Possibilities: fill out a form for the office, will need to be submitted so many days in advance, may require approval from some level of administration, etc.)
- ☐ What do I need to share with my guest about what we are learning in math class?
- ☐ Do I want to ask the guest to cover specific topics or leave it open-ended?
- ☐ \_\_\_\_\_
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## 3) Let's write an email! Choose a name from your list and draft an email below. Yellow highlights need to be

**edited, per your ideas, and sample paragraphs are there to serve as a model.**

[Name],

I've been connected to you by my colleague/friend/family member, [name], because I am looking to partner with an organization/professional that has an interest in connecting youth and [topic]. [If possible, reference a shared experience.] Karen spoke highly of the mall revitalization project you collaborated on for New Visions last year, and I'd love to work together for a similar project with P-TECH!

[Something about your school and/or class. Link to web sites or social media as a way of showing who you are.] P-TECH ([Pathways to Early College High School](#)) runs three STEM-focused academies for students in grades 9-12. Students complete P-TECH in six years with a high school Regents diploma and a no-cost associate's degree from SUNY Broome in Engineering Technology, Computer Science Technology, or Health Studies. Our students are on track to pursue STEM careers with local businesses, and the basis for [NYS funding of the P-TECH grant](#) relates to earning potential and quality of life for academically capable, first-generation college students.

**[In bold font, ask a direct question about what you are looking for.] Would you be willing to brainstorm ideas with me or send this message along to another colleague?**

[Give some idea of how or why this person would improve/connect/advance your students' learning.] I would like to build a project that investigates the economic state of our community, perhaps adding youth perspectives in the style of the *Broome Is Good* initiative and/or depicting the "vocational pipeline" included on the [LEARN page](#) of your website. Building a project around an authentic problem, initiative, or goal from within an organization is P-TECH's community-centered model. In terms of structure, other educators and I will build the content and lessons around your input.

Thank you for considering!

Best,  
~[Name]

[Be sure to add a signature so they know what your role is at school.]

Annie Cartie  
Math Teacher & Work-Based Learning Coordinator  
P-TECH Academy at Broome-Tioga BOCES  
[phone number or social media link]