



Forest Grove High School - Career Connected Learning For Business Administration & Mgmt Pathway

VOLUNTEERS NEED FOR: [Project Management Events](#) -Partners are asked to provide a sustained experience for a group of students who are part of the 3rd year Business Management Course. Students will be grouped in 1-3 member teams. During the first Semester students work on a project management event which includes a written report and presentation on one of the following topics: Business Solutions, Career Development, Community Awareness, Community Giving, Financial Literacy, or Sales Project. Worked-based learning partners will need to connect with students throughout the scope of their project for at least 3 different opportunities. [Please complete this form to Volunteer!](#)

Grade Level, 11-12 Time commitment-Between 5-15 hours from September to February

Project Review Meeting 1: Project Scope and Goals Meeting (September 20th-30th)

→Students will be provided with your contact information and will set up an appointment to meet with you in person or in a zoom meeting. Students will share with you the first parts of their chosen project: The Statement of the Problem, Project Scope, and Project Goals. The goal of this meeting is to give feedback to students in their initial phase of the project and then help develop the Schedule, Quality & Risk Mgmt Plan, and Proposed Budget. These meetings will take place during a block period (1.5 hours) during the school day.

Project Review Meeting 2: Project Execution (October 14th-25th)

→Students will be provided with your contact information and will set up an appointment to meet with you in person or in a zoom meeting. Students will review with you their execution plan and detail the timeline for executing the project. Review the project management tools students are using for their projects. Help students determine how they will monitor the project plan during execution: Schedule, Budget, and Project Quality. These meetings will take place during a block period (1.5 hours) during the school day.

Written Event Proofreading: January 6th-10th

→Students will share with you their completed written event (Max of 20 pages) by the due date of December 20th. You will need to read, proofread, and provide feedback and grade it using the provided rubric during the week of January 6th-10th.

Presentation Preview: January 24th-29th

→Students will facilitate presentations of their Project via an in-person meeting, Zoom Meeting, or Recorded Presentation. Partner will Provide feedback of students presentation and grade based on the provided rubric.

Do you own/operate a business? Would you consider having a group of students help solve a business need? We need your help with our Business Solutions Events!

→Students will be provided with your contact information and will set up an appointment to meet with you in person or in a zoom meeting during the end of September. You will meet with students as they identify a specific problem with the current business operations in your business or organization and implement a solution. Examples include talent acquisition, employee on-boarding, policies and procedures, technology integration, customer service improvement, safety operations, marketing and promotion activities, and productivity. These meetings will take place during a block period (1.5 hours) during the school day.

We are also in need of additional partners for the following events throughout the school year:

- **Regional Competition Judging (Date TBD in October):** Be a role play judge for DECA students. They will be given 10 minutes to present an impromptu case study in a role play scenario. Judge them on the given performance indicators. The event will take place over 2 hours, and you will be judging multiple students during that time period
- **Professional Selling Presentation Judges (3rd week of January 2025):** Business Communication students have prepared a professional sales presentation and will meet with you for a 15 minute presentation on their given topic. You will role play a participant in their presentation and grade the student using the 2024/25 school year rubric for this event. You will be coached prior to judging students on how to interact and assess them during their presentations. There will be various 2 hour time slots available during the week for you to choose from.
- **Informational Interviews & Student Interviews (Date TBD the week of April 7th-11):** Meet with the second year business students who are enrolled in Business Communications. During the school day they will paired with each volunteer to conduct a 15 minute information interview with prepared questions. Each volunteer will also conduct a 15 minute job interview for at least 3 students depending on the number of volunteers.
- **ICDC Presentation Prep (Dates TBD, the Last two weeks of April):** Come listen to State Winning Presentations as they prepare for International Competition. Provide feedback and guidance and grade presentation on rubric.
- **Business Pitch Judges (Last Weeks of January during the school day):** Participate in Shark Tank Style Panel for 1st Year Business Students Business Plan Presentations!
- **Teach a business lesson! (Throughout the school year):** Do you specialize in an area of Business Administration & Management, Entrepreneurship, Finance, Hospitality & Tourism, or Marketing? We would love for you to share your expertise with our students. Areas of expertise in Professional Sales, Market Research, Management, Merchandising, Social Media Management, Project Management and Business Law would work great with current units of study. But any lessons on topics you are interested in would be great to explore!

[Please complete this form to Volunteer!](#)



**SIGN-UP
HERE**

Sponsor spots for the 2024/25 school year still available!

For More Information Contact Jillian Miller at

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