



Greetings from the Iowa Association of Business and Industry (ABI) Foundation!

Our annual **Business Horizons** program brings together students (grades 9-12) from across the state and provides them with unique, hands-on experience in the world of business and entrepreneurship. Participants are placed in teams and tasked to launch a mock business that solves a real-world problem. Together, they take part in business competitions, attend workshops and business visits, and develop essential future-ready skills. Students leave with a better understanding of their strengths, renewed self-confidence, and a clearer vision of how their passions relate to future opportunities.

The student giving you this letter attended the program in 2023 and is pursuing an opportunity to return this year as a **Business Horizons Ambassador**, an important member of our volunteer staff. The application process requires each student to submit an online application and a recommendation from someone in his/her school.

Ambassadors act as liaisons between the staff/volunteers and the student participants. They must have a high level of maturity and strong leadership skills. The following qualities are also important for this role:

- ✓ **Interpersonal skills:** Ambassadors must be able to communicate effectively and in a positive, professional manner with a variety of individuals in both group and one-on-one situations.
- ✓ **Team-focused:** Ambassadors must exhibit a spirit of cooperation, responsibility, and the ability to work for group success over individual gain. Ideal candidates know when to lead and when to play a supporting role.
- ✓ **Sound Judgment:** Ambassadors must model and reinforce mature behavior and decision-making skills, even when “unpopular.” These students must be quick problem-solvers and able to complete tasks with little direction or supervision.
- ✓ **Great Attitude & Energy:** Ambassadors must act as role models and maintain positive, can-do attitudes each day. They must display strong physical and mental stamina. Workdays are often long!

On behalf of your student, we ask that you please take a few minutes to complete the recommendation form found [online here](#) or on the back of this page. We would appreciate your response by **Friday, April 26**.

Your input is very valued and highly considered as we select Ambassadors for the program. If you have questions or would like to discuss further, please contact me at jmcquerrey@iowaabi.org or 515-235-0570.

Thank you for your support!

Jessi McQuerrey

Business Horizons Program Director
400 E. Court Ave., Ste. 100
Des Moines, IA 50309

P.S. – Please continue to encourage your students to attend Business Horizons this summer, held July 14-18 at Drake University! Visit www.BusinessHorizonsIowa.com to nominate students to attend and learn more. We're currently offering a \$50 discount on registration until May 27. Additional financial aid is available.

BUSINESS HORIZONS 2024

STUDENT RECOMMENDATION FORM

Please feel free to use a separate page for your responses if you wish. If you are receiving a hard copy of this form and would prefer to submit your feedback via our online form, a link to of the form has been emailed to your student and is also available at <https://bit.ly/BHAmbRec>

Student Name: _____

High School: _____

1. Approximately how long have you known this student and in what capacity? (e.g. teacher, counselor, etc.)
2. Do you believe this student possesses the skills outlined on the previous page? (maturity, interpersonal skills, teamwork, good judgment, positive attitude)
 - a. If yes, what qualities rise to the top for this student and why? If no or unsure, please share any areas that they may continue to grow in from this experience.
3. What additional or unique skills/qualities does this student possess that would make him/her an ideal candidate for this position?
4. Can you provide 1-2 specific examples of how these skills, qualities, and/or behaviors have been demonstrated by the student? (i.e. leadership experience, roles in school/classroom, etc.)
5. Please tell us about your experience with this student as it relates to his/her work and communication styles. In what environment do they do their best work? How do they give and receive feedback?
6. Please tell us about a time when you've experienced this student working in a team or group setting. What makes them a good team member? What role(s) do they typically assume among a group?
7. Is there a time when you've witnessed this student become stressed or anxious? What might cause them stress and how do they typically handle this from your perspective? (*Don't worry about mentioning areas to improve – we all have them! This will help us create a well-balanced Ambassador team.*)
8. Is there anything else we should be aware of about your student as we determine our Ambassadors this year?

A letter of recommendation is not required for Ambassador submissions nor will not submitting one hinder your student's chance at being selected. However, if you would like to include any additional information or reference document regarding your student, you are welcome to send one with submission of these questions or via our online form.

Name: _____ **Signature:** _____

Work Phone: _____ **Work Email:** _____

MANY THANKS FOR YOUR TIME AND INPUT!

With questions regarding the Ambassador application process, please contact Kendall Antle, Programs & Engagement Coordinator, at kantle@iowaabi.org or 515-235-0564.

PLEASE RETURN THIS FORM BY FRIDAY, APRIL 26 BY MAIL OR EMAIL TO:

Mail: Business Horizons | 400 E. Court Ave., Suite 100 | Des Moines, IA 50309
Email: kantle@iowaabi.org