



Greetings from the **Iowa Association of Business and Industry Foundation** -

Each summer, we host a program for Iowa high school students called **Business Horizons**. The purpose of this program is to bring together students from across the state and provide them with unique, hands-on experience in the world of business and entrepreneurship. Participants are placed into teams and take part in a fun week of teamwork and competitions, all while developing essential future-ready skills and discovering their strengths and passions.

The student giving you this letter attended last summer's program and is seeking an opportunity to return this summer 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.

Business Horizons 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:** Student 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:** Student must exhibit a spirit of cooperation, responsibility and an ability to work for group success, sometimes at the sacrifice of individual gain/desires.
- ✓ **Good judgment:** Student must demonstrate mature judgment in making decisions, even if they may be unpopular with peers. Student must be a quick problem-solver and able to complete tasks with little direction.
- ✓ **High energy level:** Student must respond well to strong demand on physical and mental stamina. Workdays are often very long and start early in the morning.
- ✓ **Great Attitude:** Student must act as a role model for student participants at all times and maintain a positive, can-do attitude throughout each day.

On behalf of your student, we ask that you please take a few minutes to complete the recommendation form (**on back**) and return it by mail or email by **Monday, April 8**. Your input is very much appreciated and highly considered as we select Ambassadors for the 2019 program.

If you have any questions, please feel free to contact me at my information below.

Thank you for your support!

Jessi Steward

Director of Programs
Iowa Association of Business and Industry Foundation
jsteward@iowaabi.org
515-235-0570

P.S. – Please continue to encourage your students to attend Business Horizons this summer, held July 14-18 at Central College! Visit www.BusinessHorizonsIowa.com to nominate students to attend and learn more. We are currently offering a \$60 discount for students who apply at this time. Thank you!

Business Horizons 2019

Student Recommendation Form

Please feel free to use a separate page if you wish and simply include the number of the question next to each response. An electronic copy has been emailed to your student, or one can be requested by contacting Jessi Steward, program director, at jsteward@iowaabi.org or 515-235-0570.

Student Name: _____ High School: _____

How long have you known this student and in what capacity (teacher, counselor, etc.)?

1. Do you believe this student possesses the skills outlined in the enclosed letter (maturity, teamwork skills, leadership, etc.), and would you recommend him/her for the Ambassador position? (y/n) _____
2. Please explain why you think this student would make a great BH Ambassador over other candidates.

3. Can you provide specific examples of how these skills/qualities have been demonstrated by the student? (i.e. leadership experience, roles in school/classroom, etc.)

4. What additional skills/qualities does this student possess that would make him/her a great candidate for this position?

Name: _____ Signature: _____

Work Phone: _____ Work Email: _____

Please return this form by Monday, April 8 via mail or email to:

Iowa ABI Foundation – Business Horizons 400 E. Court Ave., Suite 100 Des Moines, IA 50309

Email: jsteward@iowaabi.org

MANY THANKS FOR YOUR TIME AND INPUT!