



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

Each summer, we host a program for Iowa high school students called **Business Horizons**. The program brings together students from across the state and provides them with unique, hands-on experience in the world of business and entrepreneurship. Participants are placed into teams and tasked to create a product, launch a mock business and take part in exciting competitions. Students develop essential future-ready skills, gain a better understanding of their strengths, build self-confidence and discover their passions.

The student giving you this letter attended the program in 2019 and is pursuing an opportunity to return this year as a **Business Horizons 2021 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.
- ✓ **Great Attitude & Energy:** Ambassadors must act as a role model and maintain a positive, can-do attitude each day. They must respond well to strong demand on 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 (*on back*) and return it by mail or email by **Wednesday, April 28**. Your input is very much appreciated and highly considered as we select Ambassadors for the 2021 program.

If you have any questions or would like to discuss the opportunity or program further, please feel free to contact me at [jsteward@iowaabi.org](mailto:jsteward@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 encourage your students to attend Business Horizons this summer, held July 18-22 at Central College! Visit [www.BusinessHorizonsIowa.com](http://www.BusinessHorizonsIowa.com) to nominate students to attend and learn more. We are currently offering a \$60 discount on participation until May 15, and additional financial aid is available, if needed. Thank you!*

*In addition to providing fun and valuable experiences, the safety and well-being of our participants is our top priority. Our staff is carefully monitoring and actively responding to news and information related to the COVID-19 pandemic. At this time, we look forward to providing an excellent and safe Business Horizons week in July. We will follow safety protocol from local and state authorities and will keep all participants and their families informed should there be any changes related to the program.*

# **BUSINESS HORIZONS 2021**

## **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, an electronic copy has been emailed to your student or one may be downloaded at the bottom of the "Get Involved" page at [www.BusinessHorizonsIowa.com](http://www.BusinessHorizonsIowa.com). With any questions or to request an electronic copy of this form, please contact Jessi McQuerrey, program director, at [jsteward@iowaabi.org](mailto:jsteward@iowaabi.org) or 515-235-0570.

Student Name: \_\_\_\_\_ High School: \_\_\_\_\_

1. How long have you known this student and in what capacity (teacher, counselor, etc.)?
2. Do you believe this student possesses the skills outlined in the enclosed letter (maturity, teamwork skills, leadership, etc.) that would allow you to recommend him/her for the Ambassador position? \_\_\_\_\_ (Y/N)
3. Please explain why you think this student would make a great BH Ambassador over other candidates.
4. 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.)
5. 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: \_\_\_\_\_

**MANY THANKS FOR YOUR TIME AND INPUT!**

**PLEASE RETURN THIS FORM BY WEDNESDAY, APRIL 28 BY MAIL OR EMAIL TO:**

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

[jsteward@iowaabi.org](mailto:jsteward@iowaabi.org)