



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 last summer's program 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:** 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 **Friday, April 17**. Your input is very much appreciated and highly considered as we select Ambassadors for the 2020 program.

If you have any questions or would like to discuss the opportunity further, please feel free to contact Jessi McQuerrey, program director, at jsteward@iowaabi.org or 515-235-0570.

Thank you for your support!

ABI FOUNDATION STAFF

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 19-23 at Central College! Visit 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 information related to COVID-19. At this time, we look forward to providing an excellent Business Horizons week in July. We will follow guidance related to cancellations 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 2020

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 may be downloaded at the bottom of the "Get Involved" page on the Business Horizons website. With any questions or to request an electronic copy of the form below, please contact Jessi McQuerrey, program director, at 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: _____

Please return this form by Friday, April 17 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!