



## West-MEC Counselor Discover Energy Grant Cover Page 2017-2018

High School: \_\_\_\_\_

High School Address: \_\_\_\_\_

Name of applicant: \_\_\_\_\_

Job title: (counselor/career center specialist) \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Submit registration confirmation for both the Palo Verde Tour – Day 1, October 5, 2017, and West-MEC Southwest Campus/ Estrella Community College tour, November 30, 2017, along with this cover.

Submit to: [studentservices@west-mec.org](mailto:studentservices@west-mec.org)

Application deadline: Monday, September 25, 2017

Post-conference date: No later than January 19, 2018

During a pre-conference planning session with West-MEC staff, the applicant submitted information in compliance with externship grant guidelines.

West-MEC Student Services Member \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

CTE Director \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



## West-MEC Counselor Discover Energy Grant Description 2017-2018

West-MEC requests applications from individual counselors/career center specialists in member\* and charter schools to reward successful externships leading to increased, up-to-date knowledge about careers related to Career and Technical Education (CTE) Energy & Industrial Technology program offered at West-MEC.

**Externship:** *A customized experience whereby counselors/career center specialists receive current information about a career pathway by taking an in-depth look at the industry. Purposeful activities are planned by West-MEC staff and its industry partner(s) to accomplish predetermined goals and provide information relevant to counselors as they guide students' career development and educational planning.*

By participating in a Discover Energy externship, counseling professionals will be better able to advise students about personalized career pathways, skill sets required in the workplace, licenses/certifications, job outlook, and preparation needed in high school and at the post-secondary level.

The externship is scheduled for three (3) days by West-MEC and its Energy Program partner(s) as follows:

- Day 1: Industry tour APS/Palo Verde/ 8 hours, Monday, October 5, 2017, 8 am – 4 pm
- Day 2: West-MEC Southwest Campus/ Estrella Community College tour/ 4 hours, Thursday, November 30, 2017, 8 am – 11 am
- Day 3: Industry tour APS/Palo Verde/ 4 hours, Thursday, December 28, 2017, 8 am – 12 pm

At the conclusion of their Discover Energy externship, each counselor will prepare and deliver **one** targeted presentation to the appropriate students (10th grade) and parents at their school/district to educate them about opportunities in this career field. Lesson delivered no later than Friday, January 19, 2018.

The deliverables for the grant are: externship schedule(s), sign-in sheet(s) with signatures indicating full attendance, pre and post-externship conference reflections with West-MEC Counselor Liaison, lesson plan for an Energy Careers presentation to students and parents, and attendance documentation for the Energy Careers lesson/presentation.

A stipend of \$ 500.00 will be paid directly to the counselor for the externship and follow-up lesson/presentation. This grant will be awarded to no more than ten (10) counselors/career center specialists\*\* across the West-MEC District for their time devoted to CTE professional development and work performed in preparing and delivering an effective presentation.

Stipends may take 6-12 weeks to process after all required paperwork is submitted. Transportation, meals and any other expenses incurred by the grant participant during the externship are the responsibility of the participant and are not reimbursed.

\* Member school belongs to one of the twelve member districts that voted to join West-MEC.

\*\* Each participating school is eligible for only one (1) West-MEC Counselor Discover Energy Grant.

West-MEC's goal is to award the grant to counseling professionals in several participating schools.

<b><u>To Be Completed By Grant Committee:</u></b>	
Grant: _____	Granted _____ Not Granted
Funds to be disbursed to individual participant as follows:	
Name: _____	Amount: _____

**NOTE: Counselors may only participate in one West-MEC grant program per school year.**



Every West-MEC Discover Energy Grant participant is asked to write a thank-you letter to APS, our industry partner in providing this grant opportunity

The letter needs to express your thanks for the professional development you are receiving. APS is also generously providing transportation, meals and supplies. Please include specific information such as what aspects of the APS/Palo Verde Tours you most enjoyed and learned from, and how participating in the West-MEC Discover Energy Grant will help better guide students in energy careers pathways.

Please address your letter to: "Dear APS." Sign the letter with your full name and send:

By Email to: [studentservices@west-mec.org](mailto:studentservices@west-mec.org)

OR

Mail to: Student Services

West-MEC, 5487 North 99<sup>th</sup> Avenue

Glendale, AZ 85305

**Thank-you letters are due no later than Friday, January 19, 2019.**

**West-MEC bundles all thank-you letters and sends to business partners on behalf of grant participants along with thank-you letters from staff/administration.**

We appreciate your cooperation. We at West-MEC are very grateful for our donors' support of our students, staff and **counselors**. We hope to maintain our relationship with our donor/business partners and showing appreciation goes a long way in renewing this grant from year to year.