



April 25, 2023

Dear Seventh Grade Parent,

We are excited to announce that Vital Link is coming to Birdville Independent School District again. Career and Technology Education is proud of the continued partnership program with the Northeast Tarrant Chamber of Commerce. We feel this program is a significant benefit to our students. Vital Link offers an opportunity for students to participate in business internships during one week of summer between their seventh and eighth grade year.

The Vital Link internships will last one week for approximately three hours each day from 9:00 a.m. to 12:00 p.m. Participating students are assigned to a participating business within the community. During the time on site, students have an opportunity to gain valuable experience in the real-world of work. It is not intended to be career specific; rather, it is hoped that students gain relevant, real-world experiences that help motivate them to further excellence in their academic endeavors.

The Vital Link Program will be during the week of June 5th- 8th, 2023. Transportation to and from intern sites is to be provided by the parents. If you are interested in your student participating in this program, please complete the digital *Vital Link Student Information Form* using the QR code below.

We are asking that your student complete the online form by Friday, May 12th. There will be an orientation meeting for all participating students and parents on Monday, May 15th from 6 p.m. – 7 p.m. at Birdville Center of Technology and Advanced Learning.

In order to ensure a quality week for business leaders, students, and the school district, please review the guidelines listed below which all participants are expected to follow:

- Dress professionally (examples: males – collared shirt/slacks; females – blouse/skirt or slacks) on the first day and follow the dress code identified by your assigned business.
- Arrive each day of the week promptly at 9:00 a.m. and depart no later than 12:00 p.m. unless otherwise arranged with your business assignment.
- Adhere to safety standards as identified by the company.
- Practice etiquette, including social graces, politeness, and respect.
- Follow all guidelines set by your assigned business.
- Put forth your best effort, including a positive attitude on every assignment.

Thank you for your interest in our school and this opportunity for our seventh-grade students.

Sincerely,



Andrea Anderson
CTE Coordinator, Birdville ISD



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