**Workplace Tour Participation Form** (WBL coordinator to fill in own name and contact information)

XYZ High School would like to schedule an opportunity for ## #th-grade students to visit and tour your workplace to learn more about potential careers in your industry. Workplace tours are an important component of a multi-year program that helps students learn about career opportunities and set goals for their future education and career preparation. We hope to schedule the tour of your workplace on (date) but would be happy to work with you to find a date that is convenient for both your organization and the school.

Please complete the following information and return it via email by (response date) or call the work-based learning (WBL) coordinator if you have questions or wish to discuss a potential tour before making a commitment. We will confirm receipt and contact you to develop an agenda for the tour that will both showcase the career opportunities offered by your organization and industry and provide an engaging career awareness experience for the students.

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| --- | --- |
| Company/organization: | |
| Industry/business type: | |
| Address: | |
| Main contact name: | |
| Phone: | Email: |
| Dates that work for you: | |
| Comments: | |
| Signature: | |
| Work-based learning coordinator name, phone, and email: | |

Your support of work-based learning opportunities like this tour is an important complement to classroom learning and can make a real difference in the lives of our students. Thank you!