



BUSINESS HORIZONS

February 2012

To Whom It May Concern:

The student giving you this letter has attended **BUSINESS HORIZONS (BH)** in the past and would like to return this year as a member of the volunteer staff. He/she has submitted an application for a “**BH Ambassador**” position and would like you to be a school reference. Please take a few minutes to complete the recommendation form (on the back of this sheet) and return it by mail, fax or email.

BH Ambassadors must be mature high school or college students with strong leadership skills. BH Ambassadors act as liaisons between the **Business Horizons** staff and the students. In selection a BH Ambassador, the following criteria are considered:

Interpersonal skills: displays an ability to communicate in a positive matter with large groups of people that come from a wide variety of backgrounds.

Team player: exhibits spirit of cooperation and an ability to work for group success, sometimes at the sacrifice of individual gain.

Good judgment: shows capability of using mature judgment in making decisions that are sometimes unpopular with peers (student participants) but maintains organizational objectives.

High energy level: responds to strong demand on physical and mental stamina as workday is often 12-14 hours.

Please return this form by March 9. Your input is appreciated as we prepare to choose the BH Ambassadors for 2012. If you have questions, please call me at (800) 383-4224, ext. 564 or (515) 235-0564.

Sincerely,

Kay Neumann-Thomas
Vice President, Programs
Iowa Association of Business and Industry Foundation

P.S. Please encourage other students from your school to attend Business Horizons. The application deadline for priority consideration and to receive a sizable discount is April 1, although we will accept applications after that date as space allows. Students can download applications online at www.businesshorizonsiowa.com. The website contains video, an application form, alumni profiles, etc.

Thank you for your support of **Business Horizons!**

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(feel free to use a separate page if you desire)

BH Recommendation Form - Confidential

Student Name:

Student School:

How long have you known this student?

In what capacity? (Teacher, counselor, principal, etc.)

Does this student possess the skills outlined in the enclosed letter, and would you recommend him/her for the position?

Please explain why you think this student would make a good BH Ambassador.

Specifically, what leadership skills or experiences does this student possess?

Are there other specific gifts and skills that you see in this student, which would be beneficial to the Business Horizons program?

Thank you very much for your help.

Signature _____

Date _____

Work Phone _____

Please return this form by March 9 by mail, fax or email... Business Horizons, Iowa ABI Foundation,
400 East Court Avenue – Suite 100, Des Moines, IA 50309. Fax: (515) 244-3285 or email:
kthomas@iowaabi.org.

MANY THANKS FOR YOUR TIME AND INPUT!