1998
NLC Winning Reports

Partnership with Business
Second Place

Future Business Leaders of America
Partnership with Business

Career Day

Larry A. Ryle High School
10379 U.S. 42
Union, KY 41091
Chapter No. 12125-00
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Development

The Larry A. Ryle Chapter of FBLA chose to conduct a Career Day for our 1998 Partnership with Business Project. The main goal of this project was to involve a large quantity of our members in building a relationship with local business leaders and learning the concepts of business operation. The Partnership with Business Committee felt that a Career Day would enable every FBLA member to learn about the different aspects of the business world. By communicating with the business community, the student body could make better and wiser choices in higher education and future career goals.

**Building a Relationship with Local Business Leaders**

The first step the Partnership with Business Committee took was to generate a survey of all juniors and seniors attending Larry A. Ryle High School. As chairpersons, Frank Hester and Ryoko Nakamizo asked all students what type of businesses they would prefer to have represented at Career Day. In doing so, the committee felt that all students would have at least one career represented that interested them.

Larry A. Ryle High School Librarian and RYLBUS Treasurer Debbie Reynolds tallied the results of the survey with the help of FBLA members Erin Martin and Justin Kelly. Once tallied, the results were given to Mr. Gary Stewart, RYLBUS Membership Director.

RYLBUS is an organization founded in 1994 to promote a strong working relationship between the local business community and Larry A. Ryle High School. The object and purpose of RYLBUS is to provide role models who can assist students in their understanding and development of career goals, and the provision of funds to be used exclusively to aid in the education of students at Larry A. Ryle High School. Mr. Gary Stewart and other RYLBUS members then contacted Northern Kentucky businesses inviting them to the FBLA/RYLBUS Career Day.
Learning the Concepts of Business Operation

Career Day took place on April 3, 1998, in the Larry A. Ryle High School Main Gymnasium. An assembly was held for the juniors and seniors during the first period of the day. Serving as guest speaker was Mr. Bill Erpenbeck, one of the most successful and respected businessmen in the Northern Kentucky area. He discussed the decisions one must make in life. Mr. Erpenbeck is a home construction engineer, involved in building thousands of homes every year. Upon graduating from college with a major in marketing, Mr. Erpenbeck sought a job in the marketplace; however, he could not obtain one. This disappointment did not discourage him from attaining his goals and aspirations. Relying on his marketing skills, he formed his own family business in the field of home construction and design.

During the assembly, students were also informed of the procedure that they were to follow while viewing the exhibits and talking to the exhibitors. Twenty-five sophomore and freshman FBLA volunteers helped set up and prepare for the interaction between students and local businesspersons while Mr. Erpenbeck spoke.

During second period, juniors were instructed to proceed to the Main Gymnasium in an orderly fashion. As they entered, they were given a map and exhibitor list that would guide them through the exhibits (Appendices A & B). Each student received a table number serving as a starting location for that student. FBLA member Joe Rammelsburg provided his technical knowledge to operate the basketball scoreboard and buzzer, which was sounded every six minutes to inform students to move to the next booth. Students rotated around the gymnasium for the first six booths and were allowed to choose a booth that represented their interest for the seventh rotation.

The seniors were instructed to follow the same format during third period. They traveled from booth to booth learning about new careers. At the massage therapist table, for example, students were introduced to the field of massage therapy, the further education needed to become a professional in this field, and had hands-on experience as masseurs.
We are very proud of the fact that every Junior and Senior FBLA member was involved in Career Day—more than 600 students benefited from this event, including nearly eighty-five percent of the Larry A. Ryle FBLA Chapter. They were involved in every aspect of Career Day, from planning to implementation, from set-up to clean-up. Every FBLA member had the opportunity to participate in this event—to learn through direct interaction with local businesspersons the concepts of business operation.

After the Career Day activities were completed, one of our exhibitors, Jeff Thomas Catering, prepared a special luncheon to express RYLBUS and FBLA's gratitude to all of the exhibitors for their participation in Career Day and for their concern for the future of America's students. Mr. Randy Cooper, Principal, presented a statement of appreciation on behalf of the school administration, and Mr. Gary Stewart encouraged all exhibitors to join RYLBUS in order to further prepare students for the future. Milken Family Foundation Award Winner Sarah Jackson, FBLA Adviser and RYLBUS Vice-president, also spoke on behalf of the hundreds of students who benefited from Career Day.

On the menu, the luncheon featured fresh tuna, tomato bisque, mixed vegetables, and a raspberry white chocolate pie for dessert. FBLA member Nick Messina assisted Jeff Thomas with the luncheon.
Roles & Responsibilities of Leaders

Definition of Leadership Characteristics

The interactions with community business leaders through RYLBUS and Career Day enabled students to learn leadership characteristics that are crucial to performing successfully in the business world. There is no one definition of leadership. However, Webster believes the following:

leader: one that leads: as
a: one that goes along to guide and show the way
b: one that directs or has authority over others
c: one that is foremost or that sets an example
(Webster's School Dictionary, © 1986).

A leader must possess excellent organization, responsibility, communication, and management skills. The Partnership with Business Committee, as well as other FBLA members, had a chance to improve all of these skills as they worked with the business community on Career Day.

Organization skills were employed in initiating Career Day. The Partnership with Business Committee had to organize surveys and their results, as well as organizing the course of events that would take place at Career Day.

The committee was responsible for sending out memorandums, finding volunteers to help in setup, and running the event smoothly. These responsibilities were taken seriously, and things were completed promptly and correctly.

Communication skills were enhanced as the committee contacted local businesses. The committee discovered new and improved ways to effectively communicate their ideas and thoughts.
The committee learned through experience that they must set goals and make plans to achieve them. The goals established by the committee were:

Generate an activity that will allow the student body to affiliate with the business community and will enable students to thoroughly analyze career possibilities for the future.

Involves Northern Kentucky business leaders with students of Larry A. Ryle High School in planning career goals.

Learn important concepts of business procedures and the application of those procedures.

Be well organized and responsible for actions taken.

All four of these goals were met when the project came to its completion.

FBLA members participating in Career Day also developed leadership ability through interaction with local businesspersons. Members experienced excellent communication ability through informative, organized presentations of careers, and viewed responsible leaders serving as role models to a generation leading America and the world into the twenty-first century.
FBLA members involved with planning and implementing Career Day gained tremendous knowledge of the development stages of a large-scale event. Each and every student involved gained this knowledge through hands-on activities, by visiting with local business leaders and company executives, by collating materials to be distributed to students, and by collaborating with area businesses and business leaders to successfully host Career Day at Larry A. Ryle High School.

"The students who participated were very attentive and seemed interested—I really feel that I have influenced lives today!"
—Rob Arnold, National Nail Corporation

Results from Interaction with Business Leaders

★ Contact with area businesses to determine their roles and responsibilities
★ Increased motivation for careers in business
★ Developed self-confidence of Committee Members
★ Teamwork building skills & cooperation between business and school
★ Learned characteristics of leaders through experience and contact with leaders

Students attending Career Day also benefited greatly from contact with local business leaders. Students were offered a better perspective on career opportunities available for them, and the steps they should take during high school to prepare for their career pathway.

"This is the best Career Day I've even been to! The students were very cordial; set-up and clean-up was a breeze with all of the FBLA members helping out—clearly well-organized!"
—Judge Charlie Moore, Boone County Court
Degree of Involvement

During the planning stages of Career Day, the Partnership with Business Committee spent many hours writing memos, calling local business owners, and gathering supplies for Career Day. Below is an illustration of the number of hours each stage of the planning and implementation process took:

Hours on Project

<table>
<thead>
<tr>
<th>Planning:</th>
<th>Hours</th>
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<tbody>
<tr>
<td>RYLBUS Board of Director Meetings</td>
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<tr>
<td>Partnership with Business Committee Meetings</td>
<td>15</td>
</tr>
<tr>
<td>Communication between RYLBUS and FBLA</td>
<td>3</td>
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<tr>
<td>Planning, stapling and collating Career Day Maps</td>
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<table>
<thead>
<tr>
<th>Implementation:</th>
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<td>Assembly with Guest Speaker</td>
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<td>Junior Classes</td>
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<td>Senior Classes</td>
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</tr>
<tr>
<td>Catered Lunch</td>
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</table>

The process of organizing Career Day occurred with the full cooperation of RYLBUS. The Partnership with Business Chairpersons attended the RYLBUS Board of Director meetings in order to determine local business leaders who were to be invited to Career Day. With the attendance of the chairpersons, personal contact was made with all of the Board Members. The chart on the following page lists the officers of the RYLBUS Board of Directors:
1997-1998 RYLBUS Officers

Jim Dewees
President
ERGO Accommodations

Sarah Jackson, FBLA Adviser
Vice-President
Larry A. Ryle High School

Dianne Kidd
Secretary
Dianne Kidd Designs

Debbie Reynolds
Treasurer
Larry A. Ryle High School

Gary Stewart
Membership Director
Stewart-Redwine Insurance

RYLBUS Board of Directors

Paul Bryngelson (Dream Street Chiropractic)
Lois Barker (Bank of Kentucky)
Amy Charley (Boone County Recorder)
Pam Morgan (Rockwell International)
Randall K. Cooper (Principal, Larry A. Ryle High School)
P. Fred Bernier (Assistant Principal, Larry A. Ryle High School)
Frank Hester (Student Representative/FBLA President)

Several of the RYLBUS Board of Directors are executives at their respective businesses. The RYLBUS Career Day Committee Chairperson, Ms. Pam Morgan of Rockwell International, was in constant contact with FBLA President and Project Co-Chairperson Frank Hester to discuss the procedure for Career Day. Mr. Gary Stewart also delivered the Career Day exhibitor list and map (please see Appendices A & B) to Ryle High School, which was collated by the Partnership with Business Committee.

The Partnership with Business Chairpersons, Frank Hester and Ryoko Nakamizo, met with Mr. Randy Cooper, Principal, to approve the plans and procedures for Career Day. The flyers designed by FBLA members sent to prospective businesses were proofread and approved by FBLA Adviser Sarah Jackson, RYLBUS Treasurer Debbie Reynolds, RYLBUS Career Day Chairperson Pam Morgan, and RYLBUS Membership Director Gary Stewart.
Chapter Involvement

Every FBLA member was given the opportunity to become involved in Career Day. Of the 249 members of our local chapter, 211 (84.7%) participated. The percentages of involvement in different aspects of the project are shown below.

![Percent of Members Involved Diagram]

Of those involved, the Project Committee was the most heavily involved in the project. The sub-committees were:

★ Map Committee: The Map Committee planned the map that would be passed out at Career Day. They calculated the floor space available for each exhibitor and placed each table accordingly. They also sorted, collated, and stapled the Career Day packets.

★ Desktop Publishing Committee: The Desktop Publishing Committee was in charge of creating the RYLBUS invitation and flyers for the Publicity Committee to distribute. In addition, they created memorandums to encourage members to participate in Career Day.

★ Publicity Committee: The Publicity Committee distributed flyers, encouraging students to volunteer at Career Day. They also distributed the Career Day flyers throughout the school and to the local businesses that would participate in Career Day.

★ Coordination with RYLBUS Committee: The Coordination with RYLBUS Committee kept in contact with the active members of RYLBUS and apprised them of the new developments pertaining to the organization and the implementation of Career Day.
Evidence of Publicity Received

Below is an article that was placed in the Raider Legend describing the success of Career Day.

FBLA recently hosted Career Day for the junior and senior classes of Ryle High School. The event, held on Friday, April 3, 1998 in the Main Gymnasium, was extremely successful according to event organizers Frank Hester and Ryoko Nakamizo. Mr. Hester told Raider Legend staff that this year’s Career Day was the best ever, and the response from local business leaders participating as exhibitors was phenomenal. Ms. Nakamizo also spoke highly of the organization and implementation of this year’s program. “This year was different, because all of the students used maps to follow a schedule around to all of the booths. This made an extraordinary difference than in year’s past. Where before students had no idea where they were going, they just went; this year, every booth had attentive students learning about a variety of careers,” Ms. Nakamizo said in an exclusive interview with Raider Legend.

To top off the day’s event, Jeff Thomas Catering provided a free lunch for all of the exhibitors at Career Day. Exhibitors were also encouraged to join RYLBUS, the student-business partnership of Larry A: Ryle High School.

In addition to the above publicity, TKR Cable of Northern Kentucky was in attendance as an exhibitor. With film crew and production staff on standby, cameras recorded the day’s events. A special segment featuring the RYLBUS/FBLA Career Day was aired on our local cable access network.

Many of our graduating seniors benefited greatly from the RYLBUS/FBLA Career Day. Besides commenting on the variety of information sources available, several seniors stated that the business leaders provided real-life models of success. Seniors were able to network new contacts in their particular field of interest, as well as gain invaluable insight into the demands and expectations of that field.
Six minutes at each Table

Start at Table # 12

Table # 01
Police Department
Table # 02
Airline/Pilot

Table # 03
Banking
Table # 04
Journalism

Table # 05
Business Administration
Table # 06
Educational Administration

Table # 07
Engineering
Table # 08
Chiropractic

Table # 09
Law
Table # 10
Finance/Accounting

Table # 11
Computer Technology
Table # 12
Education/Teacher

Table # 13
Interior Design

Gym to Entrance

Table # 14
Nurse
Table # 15
Psychology/Eye Doctor

Table # 16
Banking Administration
Table # 17
Medical/Teacher

Table # 18
Education/Teacher

Table # 19
Police

Table # 20
Construction
Table # 21
Business/Administration

Table # 22
Industry
Table # 23
Airline Flight Attendant

Table # 24
Industrial/Manufacturing
Table # 25
Journalism

Table # 26
Massage Therapist
Table # 27
Computer Technology

Table # 28
Law
Table # 29
Engineering

Table # 30
Airline/Pilot
Table # 31
Chef
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<td>Com Air</td>
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<td>Jack Parish</td>
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<td>Jim Dewees</td>
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<td>Ed Massey Attorney</td>
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<td>Suzanne Johnson</td>
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<td>Amy Chaffey</td>
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<td>Paul G. Nye</td>
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<td>Rob Amidt</td>
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<td>National Wheel Corporation</td>
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<td>Bryan Bialat</td>
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<td>Detective T.G. Cammen</td>
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<td>Julie Mizer</td>
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<td>N. KY Home Builders Association</td>
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<td>Dr. Paul Brysson</td>
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<td>Dennis Wilkman</td>
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<td>Keenan Water Co.</td>
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<td>Randy Cooper</td>
<td>Principal</td>
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<td>Judy Gibbons &amp; Ivy Attacheble</td>
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<td>Sheriff Mike Herding</td>
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Table Appendix B
Career Day
April 3, 1998
Ryle High School

Thanks for agreeing to participate in the RYLBUS Career Day at Ryle High School, 10379 U.S. 42, Union, Kentucky. You'll be playing a part in guiding more than 500 junior and seniors in their career choice.

It is scheduled from 9 to 11 a.m. April 3 in the Ryle gymnasium. Please arrive 15 to 30 minutes early to find and set up your table. You are encouraged to give the students any handouts you wish. Please let us know if we can help in any way.

RYLBUS will be working closely with the Future Business Leaders of America chapter of Ryle High School led by president Mr. Frank Hester to make this the best career day ever.

The students will be divided into groups of 10 to 15 students and will spend six minutes at your table to learn and ask questions regarding your career. Every six minutes, another group will appear at your table. At the end of the period, there will be free time for students to go to any career table of their choice.

Suggested information you should be prepared to discuss
- Description of your career
- Salary range of different jobs found in your business
- Educational requirements
- What encouraged you to go into this career
- Typical work day consists of what duties and responsibilities
- Work ethic
- Normal work hours

Lunch on us!

Mr. Randy Cooper, principal of Ryle High School and RYLBUS invites you to join them for lunch following the Career Day. RYLBUS, with help from school staff and the Future Business Leaders of America Chapter organized this wonderful event. RYLBUS is a partnership between the school and businesses. Please let us know if you would like information about joining.

For any questions about the Career Day, please contact me (Gary Stewart) at phone # 371-7797 or fax # 371-7731 or Ryle High School at 384-5300. Ask for the F.B.L.A. president Frank Hester
In the catering business, we provide food and service at a designated off-site premise which may be anywhere from a banquet hall to a private home or the middle of a golf course. Catered events include a large spectrum of entertainment from corporate functions to small elegant dinner parties to weddings, barmitzvahs, large fund raisers, etc.

• Annual Salary Range: $15,000 (maintenance) - $45,000 (Chef)

• Profit Margin: 10%

• Education: 2 years in Culinary Training is helpful for faster placement as a Chef. Four Years Hotel Training Colleges are also available.

Every day is different in the catering business which allows for a certain amount of flexibility. Each event is unique and has a flavor of its own. This is a career for people highly motivated by creativity with strong people skills. The hours can be long and physical. During peak season, it is not uncommon to work as many as 80 hours in one week. Also, weekends are the busiest time of the week so workers are expected to always work weekends.

There are many different skills required from individuals working in a catering company. The catering business has many different facets starting with the sale of a party, customizing the event design, buying the food, preparation of the food, transporting, set-up and presentation of the food, service during the party and after party clean up.
SDRC Co-op Program
Worldwide Headquarters, Milford, OH Location
Cooperative education students are recruited from colleges/universities throughout the United States to participate in the SDRC Co-op Program. The SDRC Co-op Program prefers students that can spend more than one quarter or semester working. Associate, Bachelor's, or Master's level students are encouraged to apply.

The primary SDRC Divisions utilizing co-op students are Product Development and Operations:

PRODUCT DEVELOPMENT offers opportunities to be involved in all aspects of software development, including building and running test cases, working on feature enhancements, performing quality assurance/quality control, and coding and programming. Typical major placement: Computer Science and Computer Engineering students. With I-DEAS being one of the world's most widely-used mechanical design automation systems, even majors like Mechanical Engineering can benefit from understanding how and why software works, building engineering-relevant test cases and creating custom features.

The OPERATIONS Division "uses the software rather than creates it" and provides customer-oriented and consultation services; such as in Implementation Services, the Application Support Center Hotline, the Customer Education Center, and the University Consortium. Corporations that use SDRC products and that SDRC provides customer support for include: Ford, Xerox Corporation, Fuji Xerox Company Limited, Allied Signal, Boeing, Sharp, Johnson Controls, Lockheed-Martin, Mazda, Mercedes-Benz, Nissan, Rockwell Space Systems Division (for more information see SDRC Annual Report).

As students progress through the program and become excellent at SDRC products, I-DEAS and METAPHASE, co-op responsibilities are expanded and can include travel to customer sites, work in regional SDRC offices around the country, and international assignments.

Characteristics of an SDRC Co-op Student

**Academic Majors:**
Mechanical Engineering
Aerospace Engineering
Engineering Mechanics

**Computer Science**
**Computer Engineering**

**SDRC Academic Requirements:**
Although SDRC does not have a minimum GPA (Grade Point Average) requirement, the volume of resumes we receive each quarter/semester automatically makes it very difficult for any student with a GPA below 2.8 (on a 4.0 grading scale) to compete.

At a minimum, completion of a FORTRAN programming class is required. Completed classes in C and C++ would be a plus.

(continued)
Better Way Wellness
"THERAPEUTIC MASSAGE IN A CHRISTIAN FAMILY ATMOSPHERE"

CAREER TITLE:
Massage Therapist

DESCRIPTION:
Massage is considered BODYWORK, which is a generic term for any treatment which involves manipulation of the musculoskeletal system (musculo- = muscles plus -skeletal = bones). Some other forms of bodywork are Physical Therapy and Chiropractic.

MASSAGE THERAPY deals primarily with the muscles, but may also involve the connective tissue (such as ligaments and cartilage), the circulatory system, lymphatic system and skin. Massage may be performed on a particular part of the body for a specific problem (such as sore neck) or on the entire body. Massage is recognized by the medical community as being beneficial to your health – physically, mentally and emotionally. Many insurance programs pay for massage therapy.

The type of massage and techniques used are determined by what you want to accomplish. For relaxation, a Swedish technique may be used (consisting of long, slow strokes) to loosen muscle tissue and help eliminate toxins from the body. For a therapeutic result, the therapist may use a Russian Medical technique, (consisting of short, fast strokes) which aids the muscle and surrounding in regaining tone and circulation. There are many, many different techniques a massage therapist must learn.

WORKING ENVIRONMENT:
As a massage therapist, you may work in a hospital, on a cruise ship or at a resort, in a doctor or chiropractor’s office or in your private practice or with a group of other therapists. Massage is usually done where the client comes to the therapist’s office, but may be done as an OUTCALL, such as at an office or in a person’s home. Professional massage is most typically done on a specialized massage table or massage chair.

SSS:
You may be paid several ways: (1) salaried where you make a set amount each week no matter how much you work; (2) full-time or part-time being paid per hour that you actually work; (3) you may receive either a set amount or a percentage for each massage you do. Like any profession, the pay depends on your experience and your ability. It can range from minimum wage to over $30.00 per hour. Our price for a 1-hour massage is $45. Some are as low as $30 or as high as $75 or more per hour.

EDUCATION:
Massage therapy is a MEDICAL PROFESSION and requires specialized training. Knowledge of anatomy, physiology and other medical disciplines as well as extensive training and evaluation is required before beginning a professional massage practice. Laws vary by state and some states require a license by the state medical board just like doctors and dentists (such as Ohio) and some do not (such as Kentucky).

DUTIES AND RESPONSIBILITIES:
In addition to performing massage, a therapist must keep accurate records of a client’s condition, what treatment they received and overall health. A clean environment is a must for massage because germs may be spread by the skin or other bodily fluids that may come in contact with the massage table or chair. A massage therapist is responsible for seeing that there are fresh, clean sheets on the table for each new client or a new, disposable paper cover on the chair and the room is comfortable (not too hot, not too cold).

HOURS:
To have a successful practice, a massage therapist must work when the client does not. In our practice, massages are given Monday through Saturday and may begin as early as 7:30 am or as late as 7:30 pm and anytime in between. Other massage practices may be open different hours.

SUMMARY:
"If you enjoy what you do, you’ll never work a day in your life.” This is as true of massage as any other profession. Massage therapy is PHYSICALLY DEMANDING. You will be required to push, pull, rub, stretch, pound, pat, knead and dig into a client’s muscles and tissue, sometimes for as long as 2-hours without stopping. The rewards go far beyond money and the satisfaction of knowing you’ve helped someone’s body heal itself and feel better are without measure.
CAREER DAY
SIGN-UP SHEET
(9th and 10th Graders Only)

1. Pricee Sitarich
2. Saura McDavid
3. Barbie Howshill
4. Nikki Ehlen
5. Lauren Kelly
6. Susan King
7. Patrick McMeans
8. Nick Ellis
9. Shana Hamilton
10. Mindy Cromwell
11. Janelle Weber
12. Marsha Moore
13. Shannon Aelligge
14. Elizabeth Reeder
15. Trisha Weaver
16. Pam Robinson
17. Ashleigh Purce
18. Amanda Scholma
19. Bobble Insley
20. Stephanie Hudson
21. Emily Cuntz
22. Lindsey Hrenya
24. Bryceen Thornton
25. Kristen Mott
MEMORANDUM

To: Ryle Faculty  
From: Sarah Jackson  
Date: March 31, 1998  
RE: Career Day

This is the list of the students who have volunteered to assist with Career Day. Please excuse these students from seminar and first period on Friday, April 3, 1998. Thank you.

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<tr>
<th>Renee Sitovich</th>
<th>Laura McDavid</th>
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<td>Barbie Houshell</td>
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<td>Bryson Thornton</td>
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<td>Kristen Medley</td>
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MEMORANDUM

To: Renee Sitavich, Laura McDavid, Barbie Houshell, Nikki Ehlen, Laurne Kelly, Susan King, Patrick McMeans, Nick Ellis, Shawn Hamilton, Mindy Cromwell, Janelle Weber, Marsha Moore, Shannen Appelman, Elizabeth Reeder, Trisha Weaver, Pam Robison, Ashleigh Purcel, Amanda Schoborg, Bobbie Insley, Stephanie Hudson, Emily Cuntz, Kindsey Hrenya, Keri Bauerle, Bryson Thornton, Kristen Medley

From: Ryoko Nakamizo and Frank Hester,
Chairpersons, Partnership w/ Business

Date: March 30, 1998

Re: Career Day

Thank you to all who volunteered for the upcoming Career Day. On Friday, April 3, 1998, please check in with your Seminar teacher, then report directly to the Gym, no later than 7:30 a.m. Since you will be helping community business leaders, please dress nicely (nice jeans are acceptable with a very nice shirt).

Once again, thanks for helping Ryle FBLA.
MEMORANDUM

To: Freshman and Sophomore FBLA students
From: Ryoko Nakamizo and Frank Hester
       Chairpersons, Partnership w/ Business
Date: March 24, 1998
Re: Help with Career Day

The Ryle FBLA chapter, along with RYLBUS, will be hosting a Career Day on Friday, April 3, 1998. We will need 20 underclassmen to assist in setting up and preparing for this big event. This will take place on Friday morning during seminar and 1st period. You will be excused from your 1st period class. If you are able to come and assist during this time, please sign up in the Business Office before Friday, March 27, 1998. Get involved in FBLA! Your help will be greatly appreciated!
Memorandum

To: Business Teachers
From: Frank Hester, Ryoko Nakamizo
Chairpersons, Partnership with Business Project
Date: 04/02/98
Re: Career Day

Attached is a list of the FBLA members in each of your classes. For the Partnership with Business Project, we must identify the number of participants (FBLA members) at Career Day. Please highlight or mark all JUNIORS and SENIORS in your classes. Take notice that this is for JUNIORS and SENIORS ONLY. If possible, could you please complete these by Monday.

We appreciate this very much!

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