

**WDB Innovative Employment Committee's  
Niagara Career Exploration Fair for HS Students with Disabilities interested  
in Manufacturing, Health Care or Skilled Trades- October 2025**

PLANNING MEETING # 3

April 16, 2025 Via TEAMS



Planners: Dennis M., Sarah W., Tonia W., Bonnie R.

Item	Discussion	Results/Next Steps
Venue: DATE:	ON BOCES Conference Center Provisionally booked for the <b>15th of October</b> <ul style="list-style-type: none"> <li>Request form pending</li> <li>Liability insurance done</li> </ul>	<b>Bonnie</b> will follow up with BOCES about Request Form issues.
TYPE OF STUDENT	Niagara/Orleans County HS Students with Disabilities who are diploma bound? Or BOCES bound? Grades 9 thru 12 <ul style="list-style-type: none"> <li>Two sessions 9 to 11 and 11:30 to 1:30</li> </ul>	<b>Tonia</b> will send additional save the date to Niagara County and Orleans County Schools and follow up with phone contact.
TYPE of Career fair	Exploration oriented with demonstrations where applicable or other types of engaging displays <ul style="list-style-type: none"> <li>various careers in MFG, Health Care and Skilled Trades</li> <li>Sarah shared vendor information from previous events in '17 &amp; '18</li> <li><b>Dennis</b> has created a "spreadish" sheet to keep track of vendors.</li> </ul>	<b>Marilyn and Dennis Toured the facility and it has ample space for our purpose.</b>  <b>Dennis &amp; Marilyn</b> have begun recruiting business vendors consistent with the occupational areas we discussed. <ul style="list-style-type: none"> <li>Marilyn and Dennis will follow up with potential vendors using data bases and advertising at job fairs.</li> </ul>
Program	How, what and who. Swag? Presentations Volunteers and roles, how many	<b>Committee</b> will create a plan for the student Exploration fair experience with timings

	<p>Volunteer ambassadors stationed in each area to assist with Q&amp;A, crowd control.</p> <p>Refreshments for vendors</p>	<p><b>Committee</b> will decide if we use giveaways.</p> <p><b>Bonnie</b> will reach out to Niagara Culinary about a cooking presentation</p> <p><b>Bonnie</b> will follow up with WIB Youth Committee re: volunteers</p> <p><b>Sarah</b> will create volunteer role assignments and reach out to Niagara /Orleans VRC's for assistance.</p> <p><b>Dennis</b> will assist with flyers to create a general flyer for volunteers</p> <p><b>Tonia</b> will provide bottled water and light snacks for vendors</p>
Next Meeting	WHEN? <b>Wednesday, May14th at 2:30p</b>	VIA TEAMS