



# Florida Disability Mentoring Day Community Liaison Participation Form

**October 21, 2009**

- YES! Our agency will participate in Disability Mentoring Day – October 21, 2009**
- We are unable to participate at this time, however please keep us on the mailing list to receive updates and information about DMD**

### **CONTACT INFORMATION**

Agency Name: \_\_\_\_\_ DMD Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

Please list **ALL** counties your DMD Event will serve: \_\_\_\_\_

Email Address: \_\_\_\_\_ Are you a High School/High Tech project site? \_\_\_\_\_

How did you hear about DMD: \_\_\_\_\_

How many years have you participated in DMD? \_\_\_\_\_

### **MENTORING ACTIVITIES**

1. Please tell us the estimated # of mentees you expect to serve on DMD: # \_\_\_\_\_

2. Please indicate the type of mentees you will serve (check all that apply):

- High school students     College students     Vo-Tech students
- Adult job seekers     Other: \_\_\_\_\_

3. Please tell us the type of activities will work best for your mentees (check all that apply):

- One-on-one shadowing     Group Visits     Other: \_\_\_\_\_

4. Do you offer year-round mentoring activities for your mentees:     YES     NO

### **LOCAL COMMITTEES**

Does your county have a local organizing committee?     YES     NO     Not sure

If so, please indicate the chairperson of that committee and their contact information:

Name: \_\_\_\_\_ Agency: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### **DMD LIAISON INFORMATION**

Once applications are received, DMD Community Liaisons will be posted on the [www.floridadmd.org](http://www.floridadmd.org) website as a point-of-contact for their local community. Posting on the website means you are willing to have potential mentors and/or mentees contact you to participate in DMD in your area.

### **Agency Requirements to Participate in Disability Mentoring Day**

1. Return Participation Form in order to receive conference call information. Conference calls begin **March 12, 2009, at 3 PM EST.**
2. Return Participation form by **August 7, 2009 to be recognized by the Florida statewide planning committee and to have access to resources, promotional materials/certificates, and technical support.**
3. To receive pre-printed DMD Recognition Certificates, provide a list of participating students, mentors and liaisons by **Friday, September 25, 2009.**
4. Provide Post-Event Summary Report, Photos & Success Stories of DMD activities by **Wednesday, November 25, 2009.**

### **Florida DMD Statewide Planning Committee Support**

1. Provide DMD Local Coordinator Toolkit upon receipt of Agency Participation Form.
2. Provide regular email updates on DMD activities statewide.
3. Facilitate 4 Community Liaison Conference Calls throughout the year to provide planning support and idea sharing between liaisons - **March 12, June 25, August 20, and September 24, 2009.** All calls are held on Thursday afternoons at 3:00 PM EST.
4. Host an extensive Florida DMD Website with liaison AND employer resources, downloadable materials, contact information and statewide updates on DMD activities.
5. Provide DMD brochures, posters, and save the date postcards for promotional purposes.
6. Provide DMD Certificates for participating students, employers, and planning committee members – subject to above deadline.
7. Secure a statewide Honorary Chair to assist with DMD statewide promotions.
8. Promote DMD activities through statewide media relations, special events, employer networks, BLN, etc.
9. Provide guest speakers/statewide agency representatives for DMD events (when/where available).
10. Host a statewide kickoff commemorating DMD activities (potentially in conjunction with another statewide event held in October.)
11. Provide Agency Information and DMD Success Stories to American Association of People with Disabilities (AAPD) for national recognition on website and in DMD national report.

**Please submit your 2009 DMD Participation Form TODAY!**

The Able Trust  
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For more information visit [www.floridadmd.org](http://www.floridadmd.org).