Bridges offers groups of students and a teacher customized tours of businesses to learn more about occupations within that industry and their work environment. Tours last approximately 30-90 minutes.

**Bridges can reimburse schools for the cost of traveling to and from a business.**

To receive reimbursement, contact Mary for pre-approval. Teachers are now limited to reimbursement of ONE tour per year, and funds are available on a first-to-contact, first-awarded basis. Tour travel expenses are expected **not to exceed $100** and/or occur during PEAK busing times. *(Contact Mary for more information.)*

To process the payment, have your students complete a post-tour survey, complete the teacher tour evaluation, and mail all of these forms with your Bridges travel reimbursement form within **30 days** of your tour to have the cost of your travel to and from the business covered by Bridges.

**Remember: Now only one tour is allowed per teacher/class with a maximum $100 travel allowance.**

Mail to:
Bridges, Attn: Mary Gottsch/Tour
224 West Washington Street, Brainerd, MN 56401

For more information, contact:

**Mary Gottsch**, (218) 822-7117
*Executive Director*
Mary@BridgesConnection.org

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8/2018
Planning a Successful Business Tour

Business Tours help students learn more about the world of work and may help them decide upon a future career.

You can help prepare your students for the trip by following these simple tips:

- Ask your students to commit to participate in the tour.
- Ask them to prepare questions and research the business or its careers.
- Have them complete a pre-tour survey.
- Ensure that they dress appropriately for the tour.
- Practice introductions and model the behavior you want them to show or demonstrate when they introduce themselves to the professional (ie: extend a hand for a firm handshake and make eye contact with the person to whom you’re talking)

On the day of the tour:
- Dress appropriately for your tour.
- Remind them to introduce themselves (handshake, make eye contact).
- Prompt them to ask their prepared questions, if needed.
- Initiate the thank you to the business for allowing you to visit.

After the tour:
- Have the students complete the student post-survey, and complete your Teacher Evaluation of the tour.
- Suggest that your students write thank you postcards or notes to the business.

Tips for a Successful Tour

- **Positive First Impression.** The old saying, “You never get a second chance to make a good first impression,” holds true for this experience.
- **Solid Communication Skills.** Practice a confident handshake and making good eye contact. Show respect. Stay focused.
- **Appearance is important.** Dress appropriately for the business you will be visiting. What you wear to school may not be appropriate for the business tour.
- **Be prepared.** Research the business or one of it's occupations. Think of at least five questions to ask during the tour.