



August 22, 2023

To: Northeast Nebraska High School Counselors

From: Julie Schultz, Extension Educator, Nebraska Extension-Wayne County
Kim Bearnes, Extension Educator, Nebraska Extension-Stanton County

RE: 2023 Career Day Registration Fees and Lunches

Thank you for registering your students for the 2023 Career Day on **Tuesday, October 17, 2023 at Wayne State College in Wayne, Nebraska**. You will receive in a separate email an updated list of the students who have registered from your school and their tentative assigned career and breakout areas. Please **email** any changes (deletions, change of school etc) in your student roster to Mary Jarvi (mary.jarvi@unl.edu) Please use the registration link used last spring to submit new students: <https://go.unl.edu/2023necareerday>

Career Day Registration and Lunch Fees: It is now time to pay for Career Registration fees and lunch tickets. We do not charge a registration fee for adult sponsors or bus drivers; however, you buy lunch tickets for them. Lunch will be in the College Cafeteria located in the Student Center. It will include a typical college offering complete with a salad bar, pasta bar, pizza, burgers, etc. Please note that we are not able to reimburse you for fees and meals not used. Meal tickets are collected when entering the cafeteria so make sure your students keep them in a safe place.

PRICES:

- Registration with the buffet lunch for Students is: **\$15.00 each**
- Registration without buffet lunch (bring own lunch) for Students is: **\$6.00 each**
- Counselor, Adult & Bus Driver lunch tickets are: **\$9.00 each**
- Coffee will be available for a fee

Directions:

- On the updated excel file you will receive, ✓ by each student's name if they are registered with a meal (**\$15.00**) or without a meal (**\$6.00**).
- Total number in each column and transfer to invoice sheet.
- Fill out the section for adults and bus drivers. Here, we need names of adults attending and the number of meal tickets you need at **\$9.00** per ticket. Transfer that number to the invoice sheet.
- Multiply and add to determine amount owed. Please include school name on invoice form.
- Complete the invoice form below and excel sheet and return with payment to Mary Jarvi, Haskell Ag Lab, 57905 866 Road, Concord NE 68728 **by Sept 29, 2023**.
- Money must be received before attending Career Day.
- Paperwork may be emailed (mary.jarvi@unl.edu) or faxed (402.584.3859) with payment to follow. Any questions, please direct to Mary at (402.584.3828).



2023 Career Day Registration and Lunch Tickets

School Name: _____

Invoice

Total students with Lunch _____ x \$15.00 = _____

Total students without Lunch _____ x \$ 6.00 = _____

Total sponsors with Lunch _____ x \$ 9.00 = _____

Total sponsors without Lunch _____ x \$ 0.00 = **0.00**

Total amount due: _____

**Make check payable to University of Nebraska–Lincoln
Payment is due by 5:00 p.m. September 29, 2023**

Send to:

UNL Haskell Ag. Lab
Attention: Mary Jarvi
57905 866 Road
Concord NE 68728

Fax (402) 584-3859
Phone (402) 584-3828