

November 1, 2002

Dear Oklahoma Counselors and Teachers:

The Guidance Division of the Oklahoma Department of Career and Technology Education is pleased to provide the 2002 *Career Activity File*. You are encouraged to use the ideas and activities within the file to observe Career Development Month in November and to enhance your classroom or guidance curriculum throughout the school year.

This year's theme is "Counseling Tools for a Guidance Program K-12." The *Career Activity File* provides career information resources and tools to support a guidance program.

I would like to recognize Janet Hawkins, career information specialist, for her leadership in locating the content of this publication and Jo Kahn, career resource network manager, for placing the *Career Activity File* on the Internet. Appreciation is also expressed to Kathryn Anderson for editing and to Gloria Koch for typesetting and formatting this book.

We sincerely hope you find the materials in the *Career Activity File* helpful in delivering career awareness, career exploration, and career preparation activities to your students. If you have suggestions concerning the use of the *Career Activity File* or suggestions for improving it for next year, please call the Oklahoma Department of Career and Technology Education, Guidance Division (405) 743-5123. You may view our Web site at www.okcareertech.org/guidance for new and related information throughout the year.

Sincerely,



Kelly Arrington, Guidance Coordinator
Guidance Division