

# STEP II

## GETTING INVOLVED

---

**CONGRATULATIONS!** You are aware of your local collision repair school programs and have participated in the initial introductions outlined in Step I. Now you are ready to get more involved with the schools and assist them more directly in their efforts to produce better entry-level technicians.

---

**STEP II** is meant to get you active with the local collision school(s) that you identified and visited in Step I. If you are already doing some of these steps, this is a way to document what you have done and get recognition for your participation.

As you complete the steps below, please have the appropriate person sign the form on page 11. Because each school's situation is different, there might be a step that is not possible at the present time. For example, there might not be any openings on the Advisory Committee at the moment, so that step might not be possible in the immediate future. If there is a step that is unable to be completed at the present time, please submit a short explanation as to why not. Please note that only up to two steps can be skipped due to extenuating circumstances.

When the steps have been completed, fax/email the form to the Collision Repair Education Foundation.

### The steps in Step II include:

#### Join the collision program's Advisory Committee (or start one if the program does not have one).

By becoming a part of the Advisory Committee, you will be able to help shape the collision program's future and also stay updated on where the collision program needs help and support. Always keep in mind that the end result of a successful collision repair training program is quality entry-level technicians. The best way to make sure these new technicians meet their employers' needs is to have their employers involved in the process.

If you would like tips on starting or revamping an existing Advisory Committee, please see more details in the Appendix on page 12.



#### Be a guest speaker at the school to promote the Foundation and teach students about your business.

On recent surveys conducted by the Foundation, school instructors have specifically requested to have outside speakers come into their classroom to speak to their students. This is a great way for students to learn about what opportunities are in the industry and to see the success stories of current industry members.

Also, since the Foundation is only a staff of four, it is not always possible to visit the schools individually. As a result, Committee members are encouraged to inform the students of the Foundation's scholarship opportunities to get money/tools to use for their post-secondary education.



#### Arrange for students to visit your shop/business.

Class field trips are a great way for students to experience what the industry looks like and what opportunities are available to them.

Arrange to have a class (or several outstanding students if the full class is not possible) visit and experience different roles in each business. It can be any business related to the collision industry, from a repair shop to an insurer. The more exposure each student gets to the industry, the better decision he/she will be able to make in regard to which role to study and pursue.



### **START/PARTICIPATE IN AN INTERNSHIP/ APPRENTICESHIP PROGRAM.**

An internship is designed to reinforce tasks learned in a school environment and provide an introduction into the world of production work.

Many schools already have an internship/apprenticeship program in place. This can either involve a student working after school, on the weekends, or even during the summer. Some schools even offer an internship/apprenticeship program during the school day as part of the student’s curriculum.

It is recommended to check if the school already has an established, successful internship/apprenticeship program. If not, please refer to the Education Foundation’s guide, “How to Establish an Internship Program.”



### **ARRANGE FOR PRODUCT DEMOS AT THE SCHOOL.**

As school budgets are very tight, collision programs are not always able to purchase the latest technology.

However, it is still important to expose students to what they will see and encounter in the collision industry after their schooling.

Arrange to have some local companies/vendors come in and demonstrate their product to the collision instructor and the students. If students become aware of a product while they are in school, they are more likely to use it when they enter the industry.



### **HELP THE SCHOOL APPLY FOR THE ULTIMATE COLLISION EDUCATION MAKEOVER GRANT.**

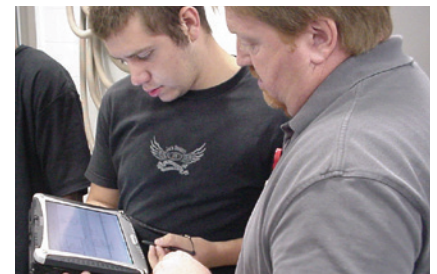
The Collision Repair Education Foundation’s “Ultimate Collision Education Makeover” grant is available in January and due in May. Awards are distributed the following fall. Although only two schools win the main prize of \$50,000, thousands of dollars in additional donations are awarded to the schools that apply as additional prizes.

It is important that the school is aware of the opportunity as it is a great way to get extra funding for the program. Help the school through the application process. Although the school instructor must be the one to complete and submit the application, there are several attachments that need outside assistance such as:

- Advisory Committee Member Statement
- Additional recommendation statement

Reach out to the collision instructor to learn exactly what needs to be covered in those attachments and help to find individuals to complete them.

Also, the budget attachment needs to include input from the Advisory Committee, Administration, and local industry. This is an opportunity to provide your thoughts and opinion as to what would make the program great and produce better entry-level technicians.



# STEP II - SIGN-OFF FORM

## COMMITTEE/VOLUNTEER REPRESENTATIVE

Name \_\_\_\_\_ Email \_\_\_\_\_ Volunteer # \_\_\_\_\_

## JOIN THE COLLISION PROGRAM'S ADVISORY COMMITTEE

Name \_\_\_\_\_ Join Date \_\_\_\_\_

## BE A GUEST SPEAKER

**Be a guest speaker at the school to promote the Foundation and teach students about your shop/business.**

Name \_\_\_\_\_ Event Date \_\_\_\_\_

Topics Covered: \_\_\_\_\_

## ARRANGE FOR STUDENTS TO VISIT YOUR SHOP/BUSINESS

Business Name \_\_\_\_\_ Visit Date \_\_\_\_\_

Visit Description: \_\_\_\_\_

## START/PARTICIPATE IN AN INTERNSHIP/APPRENTICESHIP PROGRAM.

Name \_\_\_\_\_ Business \_\_\_\_\_ Dates Worked \_\_\_\_\_

## PRODUCT DEMONSTRATIONS

Name \_\_\_\_\_ Product \_\_\_\_\_ Demonstration Date \_\_\_\_\_

## HELP THE SCHOOL APPLY FOR THE ULTIMATE COLLISION EDUCATION MAKEOVER GRANT

School Name \_\_\_\_\_

Date Application Completed \_\_\_\_\_

**SUBMIT FORM TO:**

Collision Repair Education Foundation

c/o Melissa Marscin

5125 Trillium Blvd., Hoffman Estates, IL 60192

P: 888.722.3787, Ext. 282

F: 847.590.1215

E: info@ed-foundation.org

## VOLUNTEER CONTACT

**By signing below, the you are verifying that you have completed all of the information above.**

Name \_\_\_\_\_ Signature \_\_\_\_\_ Email \_\_\_\_\_

**Please email, fax or mail completed form to the Collision Repair Education Foundation.**

# APPENDIX

## ADVISORY COMMITTEES

An effective Advisory Committee is one of the critical keys to a successful technical training program. The Advisory Committee's role is to assist the program internally and represent the program in the community.

Advisory Committee members consist of local industry representatives, including independent business owners, dealership managers, paint suppliers, equipment vendors, insurance personnel, technicians, and past program graduates. This group will bring a wide range of experience and new perspectives to the program.

Advisory Committee members should be:

- Well respected in the industry
- From businesses within the local market area
- Able to assist the program, through time and/or donations
- Willing to support and assist in school events such as career days, tours, internships, etc.

An Advisory Committee reviews the program's objectives, progress, curriculum, tools, equipment, and donations, along with other relevant issues. These members are working in the industry everyday, bringing a current business perspective, knowledge of the latest repair technologies, and expectations for entry-level technicians.

An Advisory Committee can assist a collision repair program in many aspects including:

- Student recruitment
- Curriculum development and review
- Securing vehicle and equipment donations
- Budget and purchasing recommendations
- Securing and maintaining school administration support
- Feedback on competency of graduates
- Long range program planning
- Instructor and staff selection and development
- Student placement

An effective Advisory Committee meets regularly. Meeting four times a year seems to be adequate to stay current and provide support without becoming burdensome. There may be additional phone or personal contact with the school during the year, depending on current needs.

An agenda should be sent out prior to each meeting so members are notified and can be prepared. Minutes should be sent out after each meeting so members can review decisions and remember any tasks they need to accomplish. Meetings should be run formally to keep everything orderly. Motions or votes are presented to school administrators for review and opinion.

Select a committee member from industry as chairman. This person helps share the workload with the instructor, provides industry input for meeting schedules and agendas, and gives a single voice from the council to school administrators when needed. Additional committee members could help with other meeting roles including refreshments, meeting minutes, and reminder phone calls.

Members would be on the committee for a set amount of time, for example a three-year term with a maximum of two terms. The committee chairman should also have a term limit. As chairman, his/her term is recommended to be one year. Scheduled turnover ensures a fresh flow of ideas.

In consideration of local situations, laws and other variables, it would be helpful to create a handbook outlining program specifics for new Advisory Committee members, as well as for school personnel or anyone unfamiliar with the collision program. This handbook would outline program objectives, processes, and expectations for all involved.

COLLISION REPAIR EDUCATION™  
**FOUNDATION**  


5125 Trillium Blvd. | Hoffman Estates, IL 60192 | P: 888.722.3787 | F: 847.590.1215 | [CollisionEducationFoundation.org](http://CollisionEducationFoundation.org) | [info@ed-foundation.org](mailto:info@ed-foundation.org)