

HOW TO PROMOTE WASHINGTON BUSINESS WEEK IN YOUR SCHOOL

- Announce that applications are available to all high school students and where applications can be picked up. (Feel free to make copies of this application to pass out or tell them to register online on our website at www.wbw.org.)
- Make students aware that they may dorm with a friend; which requires them to check-in on campus at the same time. Dorm rooms are NOT co-ed.
- Encourage teachers of advanced placement, honors, economics, social studies, marketing, business, construction or career exploration classes to make their students aware of the sponsorships available to them by giving the teachers a copy of the application. If they would like their own complete packet or need additional information, please have them contact our office.
- This program is a wonderful opportunity for students to use to support their **senior projects**. I will be more than happy to assist a student with any requirements they may have to do this.
- We urge you to use students who have participated in our programs in the past to help give presentations to other students. Many Washington Business Week graduates have indicated that they would be more than willing to promote the program in their schools. (You may refer to the list of your school's participants included in this packet or, if you need names of students from the past couple of years, please do not hesitate to email me and ask.)
- Announce this opportunity for students in the school paper or morning announcements. If you want ideas on what to say, please contact me.

HOW TO ACCEPT AND PROCESS APPLICATIONS

- Students can mail their applications directly to Washington Business Week.
- If you are willing to mail or fax applications for your students, please ensure that all information on each application is complete and legible.
- Applications can be faxed, scanned and emailed or sent in the mail.
- **There is no limit to the number of applications you may submit, so please send as many applications as you wish!** The Pathway Program in Construction is limited to 75 students, Healthcare is offered twice accepting 75 students at each campus and our Manufacturing Program can accept 75 students. All programs are registered on a first-come, first-serve basis!
- **All completed applications are to be submitted to Washington Business Week by May 1, 2010 for the "Early Bird" deadline and no later than June 4, 2010. Please mark your calendars!**

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