

2010 Summer Advisor Volunteer Application

Summer Programs Include:

- Business Week
- Advanced Business Week
- Healthcare Week
- Construction Week
- Get AMPT! Manufacturing Week



Thank you for your interest in becoming a volunteer advisor for Washington Business Week, a program of the Foundation for Private Enterprise Education. Since Business Week was created by AWB in 1976, over 50,000 students have experienced the in-depth, hands on experience in business, teamwork, free enterprise and career exploration.

Each summer more than 100 business volunteers dedicate a full week to mentoring students at Business Week with full support of their employer. The Business Week volunteer role is viewed as a professional development course unlike any other. Volunteers gain valuable business experience while enhancing their leadership, communication and group facilitation skills. Stan McNaughton, CEO of PEMCO, describes Business Week as a “Virtual Leadership Laboratory”.

Companies that provide more than one volunteer Company Advisor for the summer program include:

The Boeing Company, PEMCO, State Farm, Horizon Credit Union, Deloitte & Touche, Key Bank, Puget Sound Energy, Group Health Credit Union, First Choice Health, Premera Blue Cross, Planned Parenthood, and Allen Jaworski and Asst.

**For more information, please contact Volunteer Manager, Janice Jaworski,
at the Business Week office:
253-815-6900 OR janice@wbw.org.**

What is Business Week?

Business Week is a unique and challenging program designed for high school students, 9th -12th grade. You will spend a week on a college campus working with other business volunteers from around the state to help teens learn business, teambuilding, leadership and life skills. Over 50,000 students have gone through WBW and many are now industry professionals.

Pathway Programs!

Pathway programs in Healthcare, Construction and Manufacturing are also offered to help address specific workforce needs.

What will you be doing?

As a Company Advisor for Business Week, you will enjoy one of the best professional/personal growth experiences of your life by guiding a group of 8-12 high school students through one of our programs.

Throughout the week, students will be working their way through an industry simulation, addressing everything from daily HR issues to project based work under a tight deadline. As a Company Advisor, your challenge is to let students take the lead, share your experience and help answer questions along the way.

Company Advisor Preparation

A preliminary orientation session on Saturday, immediately prior to the program, will provide a clear understanding of the role of a Company Advisor. Guidelines and the week's schedule are presented, with the student's simulation thoroughly explained. Previous Company Advisors will give their perceptions of the program, discuss experiences and answer questions. **Also, in early June, there will be a one-day training session in the Seattle/Tacoma area and in Spokane to give you a head start.**

Lodging?

Lodging at a hotel near campus is at the sponsoring company's or individual's expense. For alternatives please contact Janice Jaworski at the WBW Office.

- WWU, Best Western Lakeway Inn, Bellingham - \$99/night, 360-671-1011
- GU, Courtyard Marriott, Spokane - \$125/night. 509-456-7600
- CWU, Best Western, Ellensburg - \$89.99/night, 509-925-4244
- PLU, Best Western, Puyallup - \$119/night. 253-848-1500

Washington Business Week 2010 Summer Volunteer Information

How do I become a volunteer?

Complete the application with the required signatures and mail or fax back. We ask that Company Advisors be 21 or older with work experience.

Successful volunteers demonstrate:

- A sincere desire to help young people reach their potential.
- An interest in learning more about the free enterprise system.
- A basic understanding of their industry.
- A desire to meet new people, network and have fun.
- Flexibility and a sense of humor.

What will be required of volunteers?

- A full week commitment.
- 100% willingness to participate and assist students in developing a better understanding of the industry pathway.
- Compliance with rules and policies.

Budget for 2010

(NOTE: Often sponsored by employers.)

- Advisor fee to Business Week: \$250 (covers all meals and snacks with the exception of Wednesday dinner)
- Estimated hotel or dorm room cost for 8 nights: See Lodging Section (Cost is dependent on camp location.)
- Meal not covered by WBW: \$40
- Miscellaneous: \$50
- Transportation: Varies dependent on residence and location of the program.

Application Process

Once your application is submitted, you will receive a welcome packet including how to make hotel reservations and an orientation sign up to be returned along with the registration fee. Receipt of these forms and the registration fee confirm your attendance. Please allow three weeks to process your application.

Three weeks prior to your participation, you will receive more specific information about the week, including what to pack, where to park on campus and a welcome from the Chair of the Week.

Other Facts for Advisors:

- Breakfast, lunch, dinner and snacks are provided each day for a fee of \$250. **(Except Dinner on Wednesday.)**
- Company Advisors will pay for their own dinner on Wednesday. Estimated \$40.
- Company Advisors must be present on Saturday at 8 AM for Business Week Orientation at the start of the program.
- Business Week conducts background checks through the State Patrol on all Company Advisors.
- Casual clothes (shorts, t-shirts, etc.) are worn every day at programs, except at the Friday evening banquet where business attire is appropriate. Each advisor will receive one Company Advisor Polo to wear during student registration.
- Daily programming begins at 7:30 AM and ends each day around 9:30 PM.
- Company Advisor meetings are held daily to facilitate the sharing of program information. Business Week staff and veteran Company Advisors will be there to assist at with questions and/or any challenges through the week.

Cancellations

If for any reason you must cancel, please notify us as soon as possible so that we can work together to find a replacement.

QUESTIONS?

Janice Jaworski,
Volunteer Manager
Washington Business Week
33305 1st Way S., Suite B-212
Federal Way, WA 98003

Phone: (253) 815-6900
Fax: (253) 815-6985
Email: janice@wbw.org
Web: www.wbw.org

PLEASE RETAIN FOR YOUR RECORDS



The Foundation for Private Enterprise Education
Washington Business Week
Including Pathways in Healthcare, Construction and Manufacturing
Summer Company Advisor Volunteer Application
Please type or print legibly.
Applications are available online at www.wbw.org.



VOLUNTEER GENERAL INFORMATION

Name (First/Last): _____ Gender: Male Female

Organization: _____ Title: _____

Mailing Address: _____ Home Address
 Work Address

City: _____ State: _____ Zip: _____ County: _____

Work Phone: _____ Cell Phone: _____ Fax: _____

Email: _____ Date of Birth: _____

Ethnicity (for statistical purposes only) African American/Black Asian/Pacific Islander Caucasian/White
 American Indian/Aleutian Hispanic/Latino Other _____

Please list the names of any Rotary, Kiwanis, Lions or other service or professional organizations that you belong to:

PROGRAM AND PATHWAY DESCRIPTIONS

Business Week (the original): This program is great for any career track. “Companies” of students compete in an interactive business simulation to develop and market products while pitching their company to investors and trying to keep stock prices rising.

Advanced Business Week: For those who have already experienced Business Week, we offer an advanced program that gives an in-depth look at BizSim, business planning, entrepreneurship and business communications.

Healthcare Week Pathway: “Clinics” of students participate in an interactive simulation where they assume operation of a low-cost health clinic and make real-world decisions that could save lives. Students learn about the business of healthcare while exploring careers in the industry.

Construction Week Pathway: “General Contractors” are challenged with creating a simulated building from the ground up. Students do outdoor, hands-on projects, explore the broad spectrum of career choices in construction and learn about training opportunities.

Get AMPT! Week Manufacturing Pathway: Get AMPT! Week was specifically created to address the demand for quality employees in the Aerospace, Marine and Process Technology professions. Students learn about the wide range of excellent opportunities available in manufacturing, do hands-on projects and begin making career plans while exploring training opportunities.

PROGRAM SELECTION (Please note advisors arrive on Saturday at 8:00 am, a day earlier than students.)

Number the program or pathway you want to attend 1 and 2 in order of preference.

If your first program choice is filled, we try to place you in the program indicated as your second choice.

Business Week Program

- ____ WWU (Bellingham) June 19-26
- ____ GU (Spokane) July 10-17
- ____ CWU (Ellensburg) July 17-24
- ____ PLU (Tacoma) July 31-August 7

Advanced Business Week Program

- (Business Week is a prerequisite)
- ____ CWU (Ellensburg) July 17-24

Healthcare Week Pathway

- ____ GU (Spokane) July 10-17
- ____ PLU (Tacoma) July 31- August 7

Construction Week Pathway

- ____ CWU (Ellensburg) July 17-24

Get AMPT! Week Manufacturing Pathway

- ____ GU (Spokane) July 11-17

SUMMER COMPANY ADVISOR - VOLUNTEER APPLICATION

Last Name _____

ADVISOR FEE PAYMENT INFORMATION

You may choose to include your \$250 advisor fee along with this registration form. Please select an option:

- My \$250 advisor fee is enclosed. (Please make check or money orders payable to Washington Business Week.)
Please send me an invoice for the \$250 advisor fee.
Please charge my credit card for the \$250 registration fee.

Card Brand: VISA MASTER CARD DISCOVER AMERICAN EXPRESS
Account #: Expires:
Name on Card:
Billing Address:
City: State: Zip Code:

OTHER INFORMATION

High school attended: State:

Three words that describe me are:

Lodging: I will be staying at (hotel/dorm). My emergency contact # is ()

Shirt sizes:

Men's polo S M L XL XXL XXXL
Women's polo S M L XL XXL XXXL

Thank you letters:

- A thank you letter to my employer for my participation is not required.
Please send my employer a thank you letter for allowing me to participate in this program.

Name of person receiving letter:

Title of person receiving letter:

Address:

City: State: Zip:

CONSENT TO BACKGROUND CHECK - REQUIRED

I _____, CONSENT TO A CRIMINAL BACKGROUND CHECK. (REQUIRED)
(NAME - First, MI, Last)

SIGNATURE

DATE

DOB

Washington Business Week and the Pathways are programs of The Foundation for Private Enterprise Education 501(c)(3). We provide equal opportunity to participate in all the rights, privileges, and activities sponsored by the organization regardless of the participant's race, color, sex, national or ethnic origin, religion, or sexual orientation. The Foundation does not discriminate in the administration of its educational scholarship policies and strives to provide every student full opportunity of participation in all scheduled activities.

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For questions or more information please contact Janice Jaworski, Volunteer Manager