

DATE: June 27, 2011

TO: Washington Business Week, Construction Week & Advanced Business Week  
Participants at Central Washington University, July 17 – July 23, 2011

FROM: Washington Business Week and Central Washington University Conference Center

**SUBJECT: INFORMATION ABOUT YOUR WEEK AT CWU**

Thank you for registering for the Business Week, Advanced Business Week or Construction Week Program. This letter should provide all the information you need to make your week a success. If we have missed anything or if you need further information, please give us a call at (253) 815-6900. **IF FOR SOME REASON YOU CANNOT ATTEND, PLEASE LET US KNOW SO THAT ANOTHER STUDENT CAN TAKE YOUR PLACE. WE HAVE A LONG WAITING LIST FOR EACH PROGRAM.**

### **COLLEGE CREDIT OFFERED**

We are able to offer 2 elective college credits to students attending Business Week and Construction Week thanks to a partnership with Edmonds Community College. Elective credits should be transferable to most other schools. Please see the attached separate letter and application form if you are interested in purchasing the credits. You must **bring the College Credit Application with you to registration**. Please ***do not mail it to us*** in advance. We also need a **separate** check or money order made out to *Edmonds Community College* in the amount of \$50.00. No Credit Card payments can be accepted. College Credit is optional and is not available for Advanced Business Week.

### **HEALTH AND RELEASE FORM AND CODE OF CONDUCT**

**We require that every student complete the Health and Medical Release form and the student Code of Conduct.** Most students have already completed the forms and sent them in. **If you still have yours sitting around, please sign and mail or fax it ASAP. Students will not be allowed to participate in the program or stay on campus without these forms.** If you plan to use the Recreation Center or the university climbing wall, you will also need to BRING the enclosed waiver forms properly signed. There is a separate fee (\$20) for using the workout facilities and climbing wall. Use of the pool is free.

### **CAMPUS TOURS ON SUNDAY**

Tours of the Central Washington University Campus will be offered on Sunday at 10:30 AM and 11:30 AM for parents and students who may be interested. Tours are optional and will leave from the Business Week registration area.

### **SUNDAY CHECK-IN PROCEDURES**

**Registration for Business Week programs and dorm room assignment is from 10:00 a.m. to 12:00 p.m. on Sunday, July 18<sup>th</sup>.** Check in is at Sue Lombard Hall (directions below). At registration you will be assigned to a company and receive your official Business Week/Advanced Business Week/Energy Week T-shirt and notebook. **Please allow at least 15 minutes for registration** – you do not need to arrive early. Remember, if you want to room with a friend, you must check-in at the same time for your dorm room assignment. If you arrive before 10:00 a.m., take a look around the campus and city. Parents and friends who are waiting for you to register may wait at the parent area where there will be information available about the week. **Note:** There is a minimum \$35 fee charged for lost room keys, so keep it close! **Leave your luggage in the car until after you register.**

**A barbeque is available from 11:30 a.m. to 12:45 p.m. as part of the program for those who register on time. Parents are invited to join at NO additional cost, compliments of Central Washington University.**

### **PROGRAM START TIME**

**The program opening session will begin promptly at 1:00 p.m. in Hertz Hall. It is important that you be there on time, but if you must be late, please call to let us know. Parents and friends are welcome to attend.**

## **LATE ARRIVAL**

If for any reason you cannot arrive on time, please call and let us know or we may assume you are a no show. Cell Phone at the programs starting July 16<sup>th</sup> - (253) 302-9268; WBW Office in Federal Way - (253) 815-6900.

## **TRANSPORTATION (Shuttle Bus)**

Shuttle service will be provided to and from the Ellensburg bus depot. Please call **(800) 752-4379**, the CWU Conference Center registration desk, or email [Eifert@cwu.EDU](mailto:Eifert@cwu.EDU) several days in advance of your arrival in Ellensburg to arrange pick-up.

**\*\*PLEASE CALL DURING WORKING HOURS TO MAKE ARRANGEMENTS TO BE PICKED UP\*\***  
**(8:00 a.m. TO 5:00 p.m.)**

Shuttles will also be available on Saturday morning, July 23<sup>rd</sup>, to the bus depot. Please look for sign-up sheets at the residence hall desks and sign up **by Friday at noon** to ensure your ride.

## **DRIVING DIRECTIONS:**

**FROM SEATTLE:** Take I-90 East to Ellensburg, Exit #106. Follow the main road about 2 miles to the CWU Campus.

**FROM SPOKANE:** Take I-90 West to Ellensburg, Exit #109. Make a right off the exit ramp and follow Canyon Road/Main Street through downtown to East University Way. Turn right on East University Way and drive four blocks to the CWU Campus.

**FROM YAKIMA, TRI-CITIES:** Take I-82 North to I-90 West. Take the first Exit #109. Make a right off the exit ramp and follow Canyon Road/Main Street through downtown to East University Way. Turn right on East University Way and drive four blocks to the CWU Campus.

**FROM WENATCHEE:** Take U.S. 97 South over Blewett pass into Ellensburg. Follow the main street to the CWU Campus.

**FROM ALL OF THESE DIRECTIONS**, just after you pass the main campus sign, turn left into the Kamola Hall drive way. Sue Lombard Hall is a three story tall brick building just to the right of Kamola Hall. If the drive is full you can park on 7<sup>th</sup> avenue without getting ticketed on the weekend. It will be crowded so please be patient.

Address for Navigation and GPS systems – 400 East University Way, Ellensburg, WA 98926-7592.

## **AUTOMOBILES**

If you bring your car to the program, you will be asked to park in a special parking lot. You will be required to check your keys with the housing staff. Do not plan to use your car during the week.

## **NO EXCEPTIONS.**

## **BUSINESS WEEK OFFICE ON CAMPUS**

During your week at the program, messages may be left at the on campus **Washington Business Week OFFICE** at (253) 302-9268 **from July 16<sup>th</sup> until 10 a.m. on July 23<sup>rd</sup>**. You can also send an e-mail to [alisa@wbw.org](mailto:alisa@wbw.org). This e-mail address will be checked periodically throughout the day.

- Please be aware there are times during breaks and recreation that we are unable to locate students in a timely manner.
- Students will receive messages during their company meetings.
- The on campus Business Week office will be open from 7:00 AM to 11:00 PM.
- Voicemail is available after hours.
- In case of an emergency after hours, please contact campus security at (509) 925-8534. The following Business Week staff can also be reached in an emergency by cell phone:
  - Dorm Director, Cierra Rocco - (253) 302-9268
  - Program Manager, Tracey Turcotte - (253) 302-9311

## **PROGRAM DURATION & CHECK OUT**

The program will conclude Saturday morning, July 23<sup>rd</sup>. There is no programming on Saturday. With prior parent permission, you are able to leave Friday evening after the banquet. **Check out for Business Week and your dorm room is from 9:00 p.m. to 11:00 p.m. on Friday, July 22<sup>nd</sup> or 8:30 a.m. to 10:00 a.m. on Saturday, July 23<sup>rd</sup>.** Please complete the Student Check Out Form and bring it with you to registration on Sunday. Breakfast will be served on Saturday. You should check out of the dorm by 10:00 a.m. CWU will run a shuttle to the bus depot with prior arrangement.

## **PARENTS – OVERNIGHT ACCOMODATIONS**

If parents plan to stay in an Ellensburg hotel on Friday, July 22<sup>nd</sup>, rooms should be booked **NOW!** Concerts at the Gorge fill the hotels quickly.

## **FRIDAY NIGHT BANQUET – Dress Up Event**

Parents are invited to attend your Business Week Graduation Dinner and Awards Ceremony, Friday, July 22<sup>nd</sup>, at 6:00 p.m. Special guest tables will be provided. Students will be seated with their Business Week Company. The cost of the dinner for guests is approximately \$20 per person and half price for future Business Week students under 12. There is limited seating available and **tickets for dinner must be purchased at registration.** If we run out of tickets, we will make seating available at 6:45 p.m. for guests to see the closing program, including awards and recognitions.

## **CLOTHING AND THE WEATHER**

**Business Week** classes are informal. Most likely the days will be warm and the evenings cooler. Shorts, T-shirts and a sweatshirt are advised. On Friday there will be a Presentation and Trade Show in the morning. Dress clothes are voluntary, however, dresses, sweaters, slacks, sport jackets and ties are appropriate if you have them. **Friday evening graduation banquet is dress-up time** -- dresses, sweaters, slacks (Dockers type), sport jackets and ties are appropriate if you have them. Shoes and shirts are an absolute must in the dining halls and the gym. Dress that constitutes a safety hazard or that disrupts the optimum learning environment is prohibited. **Clothing or jewelry that displays illegal/immoral actions or items including alcohol, drugs, gangs, or violence are not to be worn on campus or during the program.**

## **HOUSING**

Females will reside in Sue Lombard and males in Stephens Whitney. The basics are provided (linens, one pillow, one towel and one blanket, but no washcloth). You must bring other essentials, such as the following:

- Sunglasses
- Alarm clock
- Extra Towel
- Pillow
- Spending money in small denominations and change for vending machines
- Toothbrush
- Hair dryer
- Fan (it's hot!)
- Flip flops for the shower
- Toothpaste
- Curling iron
- Calculator
- Refillable water container
- Shampoo
- Camera
- Etc....

Residence Hall quiet hours are 10:00 p.m. to 6:30 a.m. These hours are strictly enforced. You will be expected to be in your dorm room by 11:00 p.m. with lights out by 11:30 p.m. Sunday through Thursday, and in your dorm room by 11:30 p.m. and lights out by 12:00 a.m. on Friday night. All residence halls will have floor counselors to assist you. **Note: There is a minimum \$35 fee charged for (each) lost key!**

## **TELEPHONES and PERSONAL ELECTRONICS**

Cell phones are allowed but **must** be turned **OFF** during all program sessions, speakers, company meetings, etc. This includes games, text messaging and MP3 Players! Unfortunately, Central does not have internet access for personal computers during the summer. There are two computers available for checking your personal email in the SURC. We encourage you **NOT TO BRING VALUABLE ITEMS** to campus!

**WASHINGTON BUSINESS WEEK IS NOT RESPONSIBLE FOR LOST OR STOLEN ARTICLES**, such as computers or iPods, which are brought to the program. You will have a key to lock your dorm room.

## **TALENT SHOW AND DANCES**

There will be a student talent show on Thursday evening and all Business Week program participants will attend. Of course, performing in the talent show is optional. Please think about your special talents and come prepared to share. This is guaranteed to be a special evening.

Two dances are planned, Wednesday and Friday evenings. Only **appropriate** dancing is allowed and those violating this policy will be removed from the dance and their parents will be called. These dances are for Business Week program participants only! Dress for the dances is casual.

## **CWU HAS A GREAT RECREATION BUILDING**

The really good news is that CWU has a wonderful recreation building with a full climbing wall, work out rooms with machines, basketball and volleyball courts and all this is available to Business Week students—at a price.

CWU will offer Recreation Center memberships to Business Week students at the rate of \$20 for the entire week. Their daily guest pass rate is \$6 (plus tax) per day and students can pay at the recreation desk. This is not included in your registration fee so, if you want to use the Center, you need to bring along some additional money and the enclosed Recreation Center and climbing wall releases. Recreation center hours are 3:00 pm to 8:00 pm on Sunday: 6:00 am to 8:00 pm, Monday thru Thursday and 6:00 am to 6:00 pm on Friday. Swimming is available at no cost and the hours will be printed in the student schedule.

## **CLIMBING WALL ADDITIONAL RELEASE FORM**

**IF** you plan to use the new **Rock Climbing Wall**, CWU requires that you complete the special CWU Release form enclosed in this letter. Please make sure it is fully completed and bring it with you to registration. This is most important and is mandatory to use the Climbing Wall. There is an additional release form enclosed which must be signed to use the Recreation Center, too.

## **MISCELLANEOUS**

We do not expect you to have any visitors during the week. **Please do not invite friends to see you; this is an intensive six-day program for participants only.** If a relative happens to be in town and wants to take you off campus for dinner, etc., this can be arranged.

Most areas of the campus will be open for your exploration and use during your free time each afternoon. A map of the campus will be provided at registration. You are requested to respect the rights of others and the property we have for your use. The convenience store, two coffee bars and the Wildcat Shop (university store) are all located in the **NEW SUB** and will be open during the day. You will get three great meals each day, so don't overload on snacks.

**PLEASE BRING A SMALL AMOUNT OF SPENDING MONEY (small denominations and change) FOR SNACKS AND PURCHASES.** The cost of your room, meals, and the **Washington Business Week** Program are included in your registration, but you will need cash for anything you wish to purchase (like a university sweatshirt) and for personal expenses. Please note that there will not be access to the CWU campus store for forgotten items on Sunday.

Proper hydration is very important. Bottled water will be for sale at the Business Week office for \$0.50 and at the campus store at their regular price. Students should bring a refillable water container.

## **SMOKING and TOBACCO PRODUCTS**

It is against state law for a person under the age of eighteen to purchase or attempt to purchase, possess, or obtain or attempt to obtain cigarettes or tobacco products. Therefore, it is the policy of WBW not to allow smoking during the program session for those under 18 years of age. The university also has a strict, campus wide, no smoking policy for minors and absolutely **NO** smoking indoors by anyone. Violation of any laws or program guidelines/Code of Conduct while attending the Business Week Program will subject the participant to removal from the program and result in the participant being sent home.

**MAIL**

Those who would like to correspond with you during the week should address their letters to:

Your Name  
Washington Business Week 2011  
CWU Conference Program  
400 East University Way  
Ellensburg, WA 98926-7592

Your Company Advisor will deliver any mail you receive while during a Company Meeting. If mail arrives after you leave campus, it will be forwarded to your home address.

**WHILE ON CAMPUS AND THROUGH CHECK OUT**

You are required to stay on campus from the time you register on Sunday until you check-out on Friday night (**with parent permission**) or Saturday morning. We can arrange for doctor visits, etc.

**WE RESERVE THE RIGHT TO SEND ANYONE HOME WHO VIOLATES THE RULES, CODE OF CONDUCT OR IS OTHERWISE A DISTURBANCE TO THE PROGRAM. ABSOLUTELY NO ALCOHOL, DRUGS OR WEAPONS ALLOWED ON CAMPUS!**

***SEE YOU AT WASHINGTON BUSINESS WEEK!***