

DATE: June 20, 2011
TO: Business Week / Healthcare Week Participants
Gonzaga University, Sunday, July 10 – Saturday, July 16, 2011
FROM: Washington Business Week
SUBJECT: INFORMATION ABOUT YOUR WEEK AT GONZAGA UNIVERSITY

Thank you for registering for a Washington Business Week Program at Gonzaga. 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 thanks to a partnership with Edmonds Community College. Elective credits should be transferable to most other schools. Please see the 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.

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.**

CAMPUS TOURS ON SUNDAY

Tours of the Gonzaga University campus will be offered on Sunday at 10:30 a.m. and 11:30 a.m. for parents and students who are interested. Tours will leave from the Business Week registration area, near where the dorm room keys are issued.

SUNDAY CHECK-IN PROCEDURES

Registration for Business Week and your dorm room assignment is from 10:00 a.m. to 12:00 p.m. on Sunday, July 10th. Check in at the COG (Student Union Building). Signs will be posted along the streets. At registration you will be assigned to a company and receive your official Business Week/Healthcare Week t-shirt and student manual. At this time you will also be assigned a room in the residence hall. Students arriving with friends may dorm together, but must check-in at the same time. **Please allow at least 15 minutes for registration** – you do not need to arrive early. 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 outside and review informational materials and your schedule. **Note:** There is a minimum \$70 fee charged for lost room keys, so keep it close!

LUNCH is available from 11:30 a.m. to 12:45 p.m. as part of the program at the COG dining hall for those who register on time. Parents are invited to join you; their cost is approximately \$10.00 per person payable at the door. Your student registration fee covers the cost of all your meals for the week.

The program will begin promptly at 1:00 PM in the Globe Room at Cataldo Hall and parents and friends may attend. It is extremely important that you **be there on time.**

LATE ARRIVAL

If for any reason you cannot arrive on time, please call and let us know.
WBW Cell Phone at the programs starting July 8th - (253) 302-9268
WBW Office line in Federal Way - (253) 815-6900

TRANSPORTATION (Airport & Bus)

Shuttle service will be provided to and from the Spokane Airport and the Spokane Intermodal Bus Center. Please call Katie Burrow at Gonzaga University Campus Services at (509) 313-6854 or email burrow@gu.gonzaga.edu for arrangements. When calling or emailing, please leave your name, phone number, and the date, time and location for pick up (bus depot or airport).

****PLEASE CALL AHEAD OF TIME TO MAKE ARRANGEMENTS TO BE PICKED UP****

Shuttles will also be available on Saturday morning, July 16th, to the bus depot or airport. 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 I-90, take the Hamilton exit (Exit #282). Go north about ½ mile on Hamilton and take a left on Sharp and left again on Cincinnati. After Cincinnati jogs to the left you will see a pink building also on the left, make a right turn into the COG (Student Union Building) parking lot. Registration is in the COG at the far end of the lot. Enter the building from the side facing the large field. **Leave your luggage in the car until after you register.**

Address for Navigation and GPS systems – 710 E. Desmet , Cincinnati and Desmet, Spokane, WA 99258.

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 8th until 10 a.m. on July 16th.** You can also send an e-mail to Tracey@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) 313-2222. The following Business Week staff can also be reached in an emergency by cell phone:
 - Dorm Director, Adam Schreiber - (253) 302-9268
 - Program Manager, Tracey Turcotte - (253) 302-9311.

MESSAGES FOR STUDENTS MAY BE LEFT AT:

Madonna Hall (for messages to male students) - (509) 313-4145

Catherine Monica Hall (for messages to female students) – (509) 313-4179

PROGRAM DURATION & CHECK OUT

The program will conclude Saturday morning, July 16th. 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 15th** or **8:30 a.m. to 10:00 a.m. on Saturday, July 16th.** 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. GU will run a shuttle to the bus depot or airport with prior arrangement.

WEDNESDAY IS HAWAIIAN SHIRT DAY

Exclusive to Gonzaga University: Wednesday is proclaimed Hawaiian Shirt Day, so bring one along! Of course this is optional, but why not join the colorful fun?

FRIDAY NIGHT BANQUET – Dress Up Event

Parents, family and friends are invited to attend the Business Week Graduation Dinner and Awards Ceremony, Friday, July 15th, 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 \$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 in advance at registration**. Please use the banquet ticket order form below to reserve your spot. 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.

PARENTS – OVERNIGHT ACCOMODATIONS

If parents plan to stay in a Spokane hotel on Friday, July 15th, rooms should be booked **NOW!**

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 Catherine Monica Hall and males will reside in Madonna Hall. 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
- Spending money in small denominations**
- Toothbrush
- Hair dryer
- Fan (it's hot!)
- 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 \$70 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, Gonzaga does not have internet access for personal computers during the summer in the dorm rooms. You may be able to get internet in the common areas. Please be aware that Washington Business Week cannot guarantee internet connectivity. Please note: you do **NOT need** to have a computer at the program. 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 participants only!** Dress for the dances is casual.

MISCELLANEOUS

Daily recreation is available. Please bring tennis shoes and gym clothes. Activities **may** include swimming, volleyball and basketball. Softball and volleyball equipment will be provided. If you plan to swim, you must bring a swimsuit and towel. Snorkel equipment, fins, air mattresses and other aids are not allowed in the pool. Supervision will be provided while you are using Western's facilities during recreation time (pool, games room, library, residence halls). You will be expected to cooperate with those we have asked to supervise.

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. On-campus retail food outlets and the campus bookstore (located in the COG) 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 Gonzaga 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

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
Gonzaga University Campus Services
502 E. Boone Ave. MSC 2416
Spokane, WA 99258

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!