

## How to Promote Washington Business Week in Your School

**Sharing the opportunity of Business Week is fun and easy. You are, after all, our best recruiter!**

- Announce that applications are available to **all high school students** and make it easy for students to find. Feel free to make copies of this application to pass out or tell them to register online on our website ([www.wbw.org](http://www.wbw.org)).
- Empower students that are hesitant about staying overnight. Tell them that **they may dorm with a friend** which requires them to check-in on campus at the same time. Dorm buildings are NOT co-ed.
- **Encourage teachers** of advanced placement, honors, economics, social studies, marketing, business, construction or career exploration classes to share the Business Week opportunity with their students. Make it easier for them by giving them copies of the application for their own students. If they would like their own complete Educator Packet or additional information, please have them contact our office.
- This program is a wonderful opportunity to support student **senior projects** with real-life experience. We strive to assist students 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 recruit their friends. Many Washington Business Week graduates have indicated that they would be excited 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 contact us.)
- **Announce this opportunity** for students in the school paper or morning announcements. If you want ideas on what to say, contact us. We want this to be as fun for you as it will be for the students!

## How to Accept and Process Applications

- Students may **apply online or mail** their applications directly to Washington Business Week. Students can also fax or scan and e-mail their applications.
- If you are willing to mail or fax applications for your students, please ensure that all information on each application is complete and legible.
- **There is no limit to the number of applications you may submit, so please send as many applications as you wish!** Our new Energy Week program is offered once and is limited to 100 students, Healthcare Week is offered twice during the summer and accepts 130 students at each campus, and AMPT!/Manufacturing Week is offered once and accepts 100 students.
- **We encourage early applications.** All programs are registered on a first-come, first-serve basis and location/program preferences are processed as they are received. Last summer some programs had a waiting list. So, the earlier students apply, the more options they will have!

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