

DATE: July 20, 2011

TO: Washington Business Week Educator Participants  
Pacific Lutheran University, July 31 – August 6, 2011

FROM: Washington Business Week

**SUBJECT: INFORMATION ABOUT YOUR WEEK AT PACIFIC LUTHERAN UNIVERSITY**

Thank you for registering for the Washington Business Week Program. This letter should provide all the information you need to make your week a success. If we have failed to include something or if you need further information, please give us a call at 253-815-6900.

As an educator you can play a critical role in the future success of the Business Week Programs and the impact we have on the students. By attending and actively participating during the week you will come to fully understand why this program has been so beneficial over the years. Please let the staff know if there is anything we can do to enhance your time at Business Week.

Your role will be as a participant although you will be expected to become an observer for some activities. We encourage you to get to know your company advisor and learn about the role they play in their business. Likewise you will find the advisor interested to learn more about your role as an educator.

**CLOCK HOUR CREDIT**

The Superintendent of Public Instruction has approved all of the Washington Business Week Programs for 40 Clock Hours provided of course that you complete the full week. When you check in on Sunday, you will be asked to sign-in on the role sheet, and you will be given an OSPI program evaluation form. On Friday, in exchange for the evaluation form, the staff will provide you with the clock hour registration form. Be sure to keep the original in a safe place.

**HEALTH AND RELEASE FORM**

PLU requires that every participant complete the special PLU Health and Release form in addition to the form used by Washington Business Week. Participants will not be allowed to stay on campus without these forms.

**CAMPUS TOURS ON SUNDAY**

Tours of the PLU Campus will be offered on Sunday at 10:30 AM and 11:30 AM for those who are interested. Tours will leave from the Business Week / Healthcare Week registration area, which is where residence hall room keys will be issued.

**SUNDAY CHECK-IN PROCEDURES**

**Registration for Business Week and Healthcare Week programs and dorm room assignment is from 10:00 a.m. to 12:00 p.m. on Sunday, July 31<sup>st</sup>.** Check in at University Center, Knutzen Hall (directions below). At registration you will receive your official Business Week T-shirt and notebook.

**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.

At this time you will also be assigned a room in the residence hall. Your room will be located away from the students; you are not expected to supervise them. Our dorm rooms may have a shared bathroom and are void of any amenities-just like when you went to college. We do suggest a fan as it may be warm. You will have a key to lock your room. **Leave your luggage in the car until after you register.**

LUNCH is available in the University Commons from 11:45 AM to 12:45 PM as part of the program for those who register on time. Guests are invited to join you; their cost is about \$10.00 per person and they may pay at the door. Your registration fee covers the cost of all your meals.

### **PROGRAM START TIME**

**The program opening session will begin promptly at 1:00 p.m.** in Lagerquist Hall located in the Mary Baker Russell Music Center. Guests are welcome to attend.

### **LATE ARRIVAL**

If for any reason you cannot arrive on time, please call and let us know. Cell Phone at the programs starting July 30<sup>th</sup> - (253) 302-9268; WBW Office in Federal Way - (253) 815-6900.

### **PROGRAM DURATION**

The program concludes Saturday morning, August 7<sup>th</sup>. Breakfast will be served until 8:30 AM and you should check out of the dorm by 10:00 AM. There is no programming on Saturday, so you may leave Friday night if you like, at about 9:00 PM.

### **TALENT SHOW AND DANCES**

There will be a student talent show on Thursday evening. Dances are planned for students on Wednesday and Friday evenings. These activities are optional for you as an educator.

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

Guests are invited to attend your Business Week Graduation Dinner and Awards Ceremony, Friday, August 5<sup>th</sup>, at 6:00 p.m. in Olson Auditorium. Special guest tables will be provided. Students will be seated with their Business Week Company and are asked to dress up for the banquet. The cost of the dinner for family and friends 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.

### **DRIVING DIRECTIONS**

From I-5, take exit 127 and head east on Highway 512. Continue on 512 for approximately two miles to Pacific Avenue S. (Parkland-Spanaway exit). Turn right (south) on Pacific Avenue S. In about a mile turn right on Garfield St. Turn left on Park Ave. University Center is on the right side of Park Ave at 122<sup>nd</sup> St.

If you are coming from the east (Puyallup area) go west on Highway 512 and take the Pacific Avenue S (Parkland-Spanaway exit) and head South on Pacific Ave and follow the directions above.

Address for Navigation and GPS systems – Park and 122<sup>nd</sup>, Tacoma, Washington 98447.

**It will be easier if you leave your luggage in the car until after you register.**

### **AUTOMOBILES**

If you bring your car to the program, you will be asked to park in a special parking lot at registration.

### **BUSINESS WEEK OFFICE ON CAMPUS (Ordal Hall)**

During your week at the program, messages may be left at the on campus **Washington Business Week OFFICE** at (253) 302-9268 **from July 30<sup>th</sup> through August 6<sup>th</sup> (until 9:00 AM on August 6<sup>th</sup>)** **only.** 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.

- 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 safety at (253) 535-7441. The following Business Week staff can also be reached by cell phone:

Program Manager, Tracey Turcotte - (253) 302-9311  
Dorm Director, Adam Schrieber- (253) 302-9268

### **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. 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**

You will be assigned a dorm room at registration. The basics are provided (linens, one pillow, one towel, one washcloth and one blanket). You must bring other essentials, such as the following:

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

Residence Hall quiet hours are 10:00 p.m. to 6:30 a.m. These hours are strictly enforced. **Note: There is a minimum \$35 fee charged for (each) lost key!**

### **TELEPHONES and PERSONAL ELECTRONICS**

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.

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! Students who violate these policies will lose the privilege of using the devices. There is free wireless internet in the dorm rooms; however, if you would like a guaranteed and fast connection, bring an Ethernet cable. You do **NOT** need to bring a computer to campus.

### **MISCELLANEOUS**

**Special Assistance:** Individuals needing special assistance or special meals should contact the Washington Business Week office. Washington Business Week will notify PLU and attempt to arrange services.

Daily recreation is available. Please bring tennis shoes and gym clothes. Activities may include swimming, volleyball and basketball. Basketball and volleyball equipment will be provided. If you plan to swim, please bring a swimsuit and towel. If you plan to play tennis, you will need your own racquet and balls. Snorkel equipment, fins, air mattresses and other aids are not allowed in the pool.

Most areas of the campus will be open for your exploration during your free time each afternoon and a campus map will be provided at registration. Snacks will be available for purchase during the day on campus. 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.

On Wednesday night, we would like to invite you to the Company Advisor dinner off campus. The meal is “no host” and the cost of the meal is therefore not included in your registration fee. The dinner is not mandatory.

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. You should bring a refillable water container.

**SMOKING and TABACCO PRODUCTS**

It is the policy of WBW not to allow smoking during the program sessions. If you smoke we ask that you only do so outside and never around any of the Business Week students.

**MAIL**

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

Your Name  
Washington Business Week 2011  
Conferences and Events  
Pacific Lutheran University  
Tacoma, WA 98447

Each day you should check-in at the Business Week Office to see what your schedule for the day will be and pick-up any mail you receive. If mail arrives after you leave campus, it will be forwarded to your home address.

**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!***