

# COUNTDOWN TO WBW!

This email will help you prepare for a great week.  
Please read it now.

**Congratulations!** Your Business Week program starts in less than three weeks!

Please carefully review this email and **bring the forms described below with you to registration.** (Download the documents by clicking on the hyperlink or going to: [http://www.wbw.org/Students\\_Forms.aspx](http://www.wbw.org/Students_Forms.aspx))

- a. [WWU Three Week Letter](#) – Our last minute instructions to help you have a great week!
  - b. [Check Out Form](#) – For safety reasons, we ask you to tell us when you will be leaving and who you will be returning home with. Check out is from 9:00 to 11:00 p.m. on Friday, June 24th or 8:30 to 10:00 a.m. on Saturday, June 25th. Please complete the Student Check Out Form and bring it with you to registration on Sunday.
  - c. [Student Medical Information Update Form](#) – Please bring this form with you if there have been changes to the information provided on the Medical Information Form.
  - d. [Ticket Order Form for the Friday Graduation Awards Ceremony](#) – Your family is invited to attend the Friday evening festivities. Pre-registration is required.
  - e. [Field Trip Form](#) – Manufacturing and Energy Week participants only.
  - f. [Student Instructions](#) (from the initial acceptance instructions email).
  - g. [Packing Checklist / Suggested Items to Bring](#)
- II. [College Credit Information \(BW Form or Pathway Form\)](#) – Due to a partnership with Edmonds Community College, we are able to offer two college credits for students successfully completing the 2011 Business Week Summer Programs. This is a great opportunity to get a jump start on college – so don't miss out! Please note that we cannot provide financial assistance for the college credit fee. Bring this form and the \$50 fee with you to registration. College Credit is optional.
- III. We require that every student complete the [Medical Information 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 them and mail or fax them ASAP. Students will not be allowed to participate in the program or stay on campus without these forms.

- IV. Please pay the amount indicated on the attached invoice now – the balance is due before the start of the program. Checks should be made payable to *Washington Business Week*. If you would like to pay by credit/debit card, please contact the Business Week office at (253) 815-6900 or email [registrar@wbw.org](mailto:registrar@wbw.org).
- V. Need help finding a carpool to the program? We can provide contact information for students attending from your area. Please also be advised that your phone number or email address may be given to other program participants in order to assist with carpooling from your area. If you do not want your information given out, please do not hesitate to contact our office. Please be sure to complete the Student Check Out Form and bring it with you to registration on Sunday, especially if you are not traveling with your parents.

Please give us a call at (253) 815-6900 or send us an email at [registrar@wbw.org](mailto:registrar@wbw.org) if you have any questions or must cancel your registration. We have a waiting list for all of our programs at this time.

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

Washington Business Week, including Business Week, Healthcare Week, Energy Week, Get AMPT! Manufacturing Week and Advanced Business Week, are programs of the Foundation for Private Enterprise Education, a 501(c)(3) organization.

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