



## Intern Application

You can apply online or download a fillable pdf of this form at [www.wbw.org](http://www.wbw.org).

**INTERN  
2012**

Please type or print legibly.

### STUDENT INFORMATION

_____		_____	<b>Gender:</b> <input type="checkbox"/> Male <input type="checkbox"/> Female		
Last Name	First Name	Birthdate			
_____		_____	_____	_____	_____
Mailing Address	City	County	State	Zip Code	
_____		_____	_____		
Home Phone Number	Student Cell Phone Number	Student Email Address			
_____		_____	_____		
Parent/Guardian Name	Parent Contact Phone Number	Parent Email Address			
_____		_____			
School Name	<b>Academic grade</b> you will complete in <i>June 2012</i> :				
	<input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> College Freshman				
<b>T-Shirt Size:</b> <input type="checkbox"/> Sm <input type="checkbox"/> Med <input type="checkbox"/> LG <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL <b>Activities:</b> <input type="checkbox"/> DECA <input type="checkbox"/> FBLA <input type="checkbox"/> Other _____					
_____		_____	_____		
Place of Employment (if unemployed, leave blank)	Supervisor	Phone Number			

### BUSINESS WEEK EXPERIENCE

#### First year Washington Business Week program information:

Pathway: \_\_\_\_\_ University: \_\_\_\_\_ Year: \_\_\_\_\_  
(BW, HW, MW, EW, CW, Adv) (WWU, GU, CWU, PLU)

Name of Company Advisor: \_\_\_\_\_  I was CEO of my company

#### Second year Washington Business Week program information (if applicable):

Pathway: \_\_\_\_\_ University: \_\_\_\_\_ Year: \_\_\_\_\_  
(BW, HW, MW, EW, CW, Adv) (WWU, GU, CWU, PLU)

Name of Company Advisor: \_\_\_\_\_  I was CEO of my company

### CAMP WEEK PREFERENCE (Mark top two choices in order of preference with a "1" or "2")

- |       |   |                                      |
|-------|---|--------------------------------------|
| _____ | <b>Week 1: Western Washington University, Bellingham</b><br><i>Business Week / Manufacturing Week / Advanced BW</i> | Friday, June 22 – Sat, June 30, 2012 |
| _____ | <b>Week 2: Gonzaga University, Spokane</b><br><i>Business Week / Healthcare Week</i>                                | Friday, July 6 – Sat, July 14, 2012  |
| _____ | <b>Week 3: Central Washington University, Ellensburg</b><br><i>Business Week / Energy Week / Agri-BW</i>            | Friday, July 20 – Sat, July 28, 2012 |
| _____ | <b>Week 4: Pacific Lutheran University, Tacoma</b><br><i>Business Week / Healthcare Week</i>                        | Friday, Aug 3 – Sat, Aug 11, 2012    |

Last Name: \_\_\_\_\_

## INTERN APPLICATION

Selection into the Intern Program is through an application and interview process. Applicants must have completed their junior year of high school. A list of intern responsibilities is attached. Applications are due by March 15, 2012. Qualified applicants may be called for a brief phone interview. Candidates will be notified of their selection into the program by March 26<sup>th</sup> and will be required to attend an intern training on either Saturday, April 14<sup>th</sup> or Saturday, April 29<sup>th</sup> from 9 a.m. – noon in the greater Seattle area. Upon acceptance, a \$100 intern registration fee will be due no later than three weeks before the start of your intern program. Unfortunately, Financial Assistance is not available for the internship fee.

Please complete the application below:

1. **CA Recommendation:** We require a letter of recommendation from your 2011 Company Advisor. Please have the CA mail or email that letter directly to us with your name included in the letter. If you need your CA's contact information, email: [registrar@wbw.org](mailto:registrar@wbw.org) or contact Alisa Johnson at 253-815-6900.  
Date I requested my CA send a letter of recommendation to WBW: \_\_\_\_\_

2. **Essay:** In 300 words or less, tell us why you want to be an intern for Washington Business Week as well as the skills/talents that you would bring to the team. You may want to tell us:
- what you expect to learn from participating in this program;
  - why you want to participate in this program;
  - why we should select you to participate in this program;
  - what qualities or characteristics you feel you contribute to a team or group; *and/or*
  - any leadership experience you have.

Please type your response and attach it to this page with your name in the upper right hand corner.

3. **Three words** that describe me are: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

4. **Intern Activities:** Please rate your skill level in each of the following areas from 1-5 (1 = expert, 5 = no skill).

___ Word	___ Office equipment (copier, fax, etc.)	___ Organizing Activities
___ Excel	___ Food Service	___ Group Games
___ PowerPoint	___ Handling cash receipts	___ Public Speaking
___ Data Entry	___ Business phone etiquette	___ Customer Service
___ Survey Monkey	___ First Aid	___ Time Management
___ Audio/Visual Skills	___ Photography	___ Working under pressure

5. **Photography Intern:** Do you have an interest in photography? You can find a separate Photography Intern job description and list of requirements online at <http://www.wbw.org/pages/Documents/PhotographyInternship.pdf>.  
 I am interested in being a Photography Intern.
6. Is there anything else you want to tell us?

## SEND APPLICATION TO BUSINESS WEEK OFFICE

Please know that we **cannot** process your intern application until we have received this **completed application, your essay, and a letter of recommendation** from your Company Advisor.

You can email this form to [registrar@wbw.org](mailto:registrar@wbw.org) or send it by mail no later than March 15, 2012.

Washington Business Week, 33305 1<sup>st</sup> Way S., Suite B-212, Federal Way, WA 98003  
**Phone:** (253) 815-6900 **Fax:** (253) 815-6985 **Email:** [registrar@wbw.org](mailto:registrar@wbw.org) **Website:** [www.wbw.org](http://www.wbw.org)

*Washington Business Week and the Pathways are programs of The Foundation for Private Enterprise Education 501(c)(3). We provide equal opportunity to participate in all the rights, privileges, and activities sponsored by the organization regardless of the participant's race, color, sex, national or ethnic origin, religion, or sexual orientation. The Foundation does not discriminate in the administration of its educational scholarship policies and strives to provide every student full opportunity of participation in all scheduled activities.*

The Foundation for Private Enterprise Education  
**Washington Business Week**  
**Examples of Intern Responsibilities**

You will be assigned a specific role for the week, such as “Office Intern”, “Pathway Intern”, “Photography Intern”, etc. by the Program Manager at the start of the program.

1. Set a good example for other students to follow.
2. Assist with camp set-up on Saturday:
  - Assemble student packets
  - Organize and distribute supply boxes
  - Fold student t-shirts
3. Assist with student registration on Sunday morning.
4. Introduce yourself at opening ceremony on Sunday.
5. Answer Business Week phones in office and perform general office duties.
6. Assist the Business Week staff, CA's and Chair as needed/assigned.
7. Sort the Hunk of Junk on Sunday. Take to appropriate location and spread out.
8. Check and/or set-up the rooms for speakers.
  - Review copy of speaker needs sheet to verify their needs
  - Check General Assemblies 1 hour ahead if possible and rotations 30 minutes prior
  - Clean up papers, etc. from the previous rotation or assembly
  - Know where the light switches are located
  - Know where the nearest phone is to call for help
  - Arrange chairs
    - If possible, angle them to face the center of the speaking area
    - Try to make space between each company
    - Should look as neat as possible
  - Set up Company signs, if needed, i.e. A, B, C, etc.
    - Keep track of where they are set and rotate them for each session
    - Paper signs in other rooms
  - Check that A/V equipment is working properly
    - Is it in the right location?
    - Is the projector in focus?
    - Make sure students will not trip over cords—tape down if necessary.
  - Set up music if requested
  - Flip charts. Enough paper? Marker pens? Masking tape?
  - Get a bottle of water for the speaker(s) from the Business Week office
9. If requested or assigned, stay and help the speaker with AV, lighting, etc.
10. Clean up the room after speakers, retrieving Business Week materials and securing them for next session.
11. Help run activities as assigned.
12. Play on the CA team at the CA/CEO volleyball game on Wednesday.
13. Tally student evaluations in Survey Monkey (might be for the previous week).
14. Track down missing students as necessary.
15. Organize the Company picture taking sessions on Wednesday, i.e. make sure companies arrive as scheduled and assist the Program Manager.
16. Take photos of program activities throughout the week.
17. Operate the Business Week copy machine.
18. Write a thank you letter to your sponsor.
19. Take tickets at the door of the awards ceremony.
20. And much more!

This is a very competitive internship program. It is open to highly motivated high school juniors and seniors and college undergraduates who have attended at least one Business Week Program. It requires long hours, a great attitude and hard work. The internship will provide experiential learning activities that develop the teamwork, leadership and career skills you will need to navigate adolescence, succeed in college and prosper as a young adult.