



Intern Application

You can download a fillable pdf of this form at www.wbw.org.

**INTERN
2010**

Please type or print legibly.

STUDENT INFORMATION

_____		_____		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Last Name	First Name	Birthdate			
_____		_____	_____	_____	_____
Home 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	
_____		_____		_____	
High School Name		Academic grade you will complete in <i>June 2010</i> :			
_____		<input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> College Freshman			
T-Shirt Size: <input type="checkbox"/> Sm <input type="checkbox"/> Med <input type="checkbox"/> LG <input type="checkbox"/> XL <input type="checkbox"/> 2XL <input type="checkbox"/> 3XL		Activities: <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: _____
(Business Week, Healthcare, Construction, Accounting) (PLU, GU, CWU, WWU)

Name of Company Advisor: _____ I was CEO of my company

Second year Washington Business Week program information:

Pathway: _____ University: _____ Year: _____
(Business Week, Healthcare, Construction, Accounting) (PLU, GU, CWU, WWU)

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")

- | | | |
|-------|---|-----------------------|
| _____ | Week 1: Western Washington University, Bellingham
<i>Business Week</i> | June 19 – 26, 2010 |
| _____ | Week 2: Gonzaga University, Spokane
<i>Business Week / Healthcare Week / Get AMPT! Week</i> | July 10 – 17, 2010 |
| _____ | Week 3: Central Washington University, Ellensburg
<i>Business Week / Construction Week / Adv BW</i> | July 17 – 24, 2010 |
| _____ | Week 4: Pacific Lutheran University, Tacoma
<i>Business Week / Healthcare Week</i> | July 31 – Aug 7, 2010 |

Last Name: _____

INTERN APPLICATION

Selection into the Intern Program is through an application and interview process. A list of intern responsibilities is attached. Applications are due by March 15, 2010. Applicants will be called for a brief phone interview. Eligible candidates will be notified of their admission to the program by April 1st and will be required to attend an intern training on April 17th from 9 – noon in the greater Seattle area.

Please complete the application below:

1. **CA Recommendation:** We require a letter of recommendation from your 2009 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 or contact Alisa Johnson at 253-815-6900.
Date I requested my CA send a letter of recommendation: _____

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). Place also place an asterisk (*) by any areas you would like to gain more experience in (i.e., 3*).

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

5. **Photography:** Do you have an interest in photography? If so, please describe any classes you've taken and what experience you have.
6. **Business Week Office:** Are you interested and able to volunteer in the Business Week office in Federal Way this summer if we had some projects for you to work on? (Transportation & lodging would not be provided.)
7. Anything else you want to tell us?

RETURN APPLICATION TO BUSINESS WEEK OFFICE

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

You can email this form to or send it by mail by March 15, 2010.

Washington Business Week, 33305 1st Way S., Suite B-212, Federal Way, WA 98003

Phone: (253) 815-6900

Fax: (253) 815-6985

Email: registrar@wbw.org

Website: www.wbw.org

Washington Business Week

Intern Responsibilities

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. Speak at opening ceremony on Sunday.
5. Answer Business Week phones in office and perform general office duties.
6. Assist the Business Week staff 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. Play on the CA team at the CA/CEO volleyball game on Wednesday.
12. Tally student evaluations in Survey Monkey (might be for the previous week).
13. Track down missing students as necessary.
14. Organize the Company picture taking sessions on Wednesday, i.e. make sure companies arrive as scheduled and help the Executive Director.
15. Take photos of program activities throughout the week.
16. Operate the Business Week copy machine.
17. Write a thank you letter to your sponsor.
18. Take tickets at the door of the banquet.
19. And much more!