

2011 Summer Company Advisor Volunteer Application

Thank you for your interest to be a **Company Advisor (CA)** in a **2011 Summer Washington Business Week Program**. Since AWB first sponsored Business Week in 1976, over 60,000 students have participated in this hands-on experience to learn about business, teamwork, leadership and other career and life skills. In addition, over 6,000 dedicated business volunteers have helped the *Magic of Business Week* happen over and over again!

As a Company Advisor (CA), you will mentor a team of high school students and have the opportunity to enhance your own leadership skills while you share your business expertise and experiences.



Each week long program invites a group of CAs (1/3 *returning* and 2/3 *new*) to provide new ideas intermixed with previous CA experience. This commitment as a mentor of a student team comes with a variety of opportunities to:

- engage in intergenerational and mentoring relationships with future business leaders
- network and share experiences with other business professionals and establish life-long business connections
- enhance and practice your leadership skills, including those in communications, creative and critical thinking and collaboration
- be a catalyst and contributor to life-changing experiences guaranteed to impact students
- **and, by the way - to have FUN!**

The CA role is a **professional development experience unlike any other**. You will gain valuable business insights and learn new techniques while at the same time practice your professional skills and expand your career and community leadership capacity. For a video story about what happens at Washington Business Week, please watch the 35th Anniversary Washington Business Week video on the Washington Business Week Home Page at www.wbw.org.

Join us in 2011 and help make Washington Business Week a positive and life changing experience for many. See you this summer!

Our Corporate Partners include:

The Boeing Company, PEMCO, State Farm, Horizon Credit Union, Deloitte & Touche, Weyerhaeuser, KeyBank, Puget Sound Energy, Nucor Steel, US Bank, SALAL Credit Union, BECU, SMCU, ProBuild, First Choice Health, and Premera Blue Cross, and others.

Washington Business Week 2011 Summer Volunteer Information

What is Business Week?

Business Week is a unique and challenging program designed for high school students, 9th -12th grade. You will spend a week on a university campus with other business volunteers from around the state as you help teens learn about business, teambuilding, leadership and life skills. Over 60,000 students are WBW alumni and many testify to the "change the week made" in their lives!

Pathway Programs!

Pathway programs in Healthcare, Energy and Manufacturing are offered in addition to the time-tested Business Week program that began in 1976.

Company Advisor (CA) Role

As a Company Advisor (CA) you will mentor a team of 10-12 high school students. Teams work in a simulated environment to learn real life principles in finance, marketing, production, planning, project management and other business areas. Your role – interact with the students, encourage them to take charge and be involved in the activities. The team will benefit as you: share your experiences and expertise, ask engaging questions and provide feedback on the team's involvement and interactions.

CA Preparation

A full day CA Introduction session will be held in June for new CAs.

On the Saturday before each program, all CAs for that week must attend the on-campus Orientation to review program curriculum and corresponding CA responsibilities. Curriculum and the week's schedule are discussed, along with the computerized business simulation. WBW staff, returning Company Advisors and the Chair of the Week are available to share their past experience and answer questions.

CA Lodging

Lodging at a hotel near campus is at the individual or their sponsoring company's expense. WBW room blocks are available. For on-campus dorm housing contact Janice Jaworski - Janice@wbw.org. Hotel reservation details are provided in the application confirmation.

- **WWU**, Best Western Lakeway Inn, Bellingham - \$99/\$119 night
- **GU**, Courtyard Marriott, Spokane - \$129/night.
- **CWU**, Best Western, Ellensburg - \$97.49/\$107.49 night,
- **PLU**, Best Western, Puyallup - \$109/night.

Volunteer Application

Complete this application with the required signatures and mail or fax back. Company Advisors must be 21 or older with work experience. Confirmation of your acceptance as a CA will be sent after April 15th.

Volunteers demonstrate:

- A sincere desire to mentor young adults to help them learn about themselves and their potential.
- The desire to learn more about youth, business skills and group interaction.
- A basic understanding of business.
- A desire to meet new people, network and have fun.
- Flexibility and a sense of humor.

CA Volunteers must:

- Make a full week commitment.
- Be willing to mentor students as they develop an understanding of business.
- Comply with all rules and policies.

Volunteer Expenses

(NOTE: Often paid by employers.)

- **Advisor Fee** to Business Week: **\$300** (covers all meals and snacks with the exception of Wednesday dinner)
- **Hotel or dorm room.** For estimate cost for each night see **CA Lodging** - Cost is dependent on campus location and time of reservation.
- **Meal not covered by WBW:** \$45 est.
- **Transportation:** Varies dependent on campus location.
- **Miscellaneous:** \$50

Application Process

At the time of confirmation, you will receive a packet detailing how to make hotel reservations, the CA Introduction session time and place, the Orientation session details and an Advisor Fee invoice. Receipt of these forms and return of your registration fee confirm your attendance.

Application confirmations will be mailed after April 15th.

Three weeks prior to your program, you will receive specific information about the week's schedule, what to pack and where to park on campus with a welcome from your Chair for the Week.

Additional Program Details:

- Breakfast, lunch, dinner and snacks are provided each day. (**Except dinner on Wednesday.**)
- Company Advisors pay for dinner on Wednesday. Optional attendance Estimate cost is \$45.
- Company Advisors **must** attend Orientation and teambuilding activity the Saturday prior to the program – start time is 8AM.
- Business Week conducts a background check on all Company Advisors through the WA State Patrol.
- Casual clothes (shorts, t-shirts, etc.) are worn during the week, **except** at the Friday graduation banquet where business attire is appropriate. CAs receive a Business Week polo to wear on the first day of the program.
- Daily programming begins at 7:30AM and ends each day around 9:30PM.
- Twice daily Company Advisor meetings are held to facilitate day-to-day instructions and information sharing. Business Week staff, the Chair for the Week, and returning Company Advisors are available to share their past experience and answer questions.

Cancellations

If for any reason you must cancel, please notify us as soon as possible so that we can work together to find a replacement.

QUESTIONS?

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

Phone: (253) 815-6900
Fax: (253) 815-6985
Email: janice@wbw.org
Web: www.wbw.org

PLEASE RETAIN FOR YOUR RECORDS



The Foundation for Private Enterprise Education
Washington Business Week
Including Pathways in Healthcare, Energy and Manufacturing
Summer Company Advisor Volunteer Application
Please type or print legibly.
Applications are available online at www.wbw.org.

**Advisor
2011**

VOLUNTEER GENERAL INFORMATION

Name (First/Last): _____ Gender: Male Female
Organization: _____ Title: _____
Mailing Address: _____ Home Address
 Work Address
City: _____ State: _____ Zip: _____ County: _____
Work Phone: _____ Cell Phone: _____ Fax: _____
Email: _____ Date of Birth: _____
Ethnicity (for statistical purposes only) African American/Black Asian/Pacific Islander Caucasian/White
 American Indian/Aleutian Hispanic/Latino Other _____

Please list the names of any Rotary, Kiwanis, Lions or other service or professional organizations that you belong to:

PROGRAM AND PATHWAY DESCRIPTIONS - (CA experience in the Pathway industries is preferable.)

Business Week (the original): This program is great for any career track. "Companies" of students compete in an interactive business simulation to make daily operational decisions, market their products to investors and maintain profitable operations.

Advanced Business Week: For those who have already experienced Business Week, we offer an advanced program that gives an in-depth look at BIZSim, business planning, entrepreneurship and business communications.

Healthcare Week Pathway: In the context of a real-world healthcare crisis, "Clinics" navigate their way through a medical response plan, hands-on clinical workshops, and disease research while learning about leadership, teamwork and the business of healthcare.

Energy Week Pathway: "Companies" develop a business proposal convincing home contractors to build "homes of the future" using the latest energy technology. Students review the production and conservation of solar energy, wind turbines, and geothermal exchange, while exploring the wide spectrum of career choices in renewable energy and green construction.

Manufacturing Week Pathway: Get AMPT! Week was specifically created to address the demand for quality employees in manufacturing. Hands-on projects, a response to a Request for Proposal, tours, demonstrations, and industry panels will showcase the wide spectrum of opportunities in manufacturing in Washington State.

PROGRAM SELECTION (Please NOTE Advisors arrive on Saturday at 8:00 AM, one day earlier than students.)

Number the program or pathway you want to attend (1 and 2) in order of preference.

If your first program choice is filled, we will try to place you in the program indicated as your second choice.

Application confirmations will be mailed after April 15th.

Business Week Program

- _____ WWU (Bellingham) June 18-25
- _____ GU (Spokane) July 9-16
- _____ CWU (Ellensburg) July 16-23
- _____ PLU (Tacoma) July 30-August 6

Advanced Business Week Program

- (Business Week is a prerequisite)
- _____ CWU (Ellensburg) July 16-23

Healthcare Week Pathway

- _____ GU (Spokane) July 9-16
- _____ PLU (Tacoma) July 30-August 6

Energy Week Pathway

- _____ CWU (Ellensburg) July 16-23

Manufacturing Week Pathway (Get AMPT!)

- _____ WWU (Bellingham) June 18-25

Washington Business Week; 33305 1st Way S., Suite B-212, Federal Way, WA 98003
Phone: (253) 815-6900 Fax: (253) 815-6985 Email: janice@wbw.org Website: www.wbw.org
For questions or more information please contact Janice Jaworski, Resource Development

SUMMER COMPANY ADVISOR - VOLUNTEER APPLICATION

Last Name _____

ADVISOR FEE PAYMENT INFORMATION

You may choose to include your **\$300** advisor fee along with this registration form. Please select an option:

- My **\$300** advisor fee is enclosed. (Please make check or money orders payable to *Washington Business Week*.)
- Please send me an invoice for the **\$300** advisor fee.
- Please charge my credit card for the **\$300** registration fee.
- Please charge / invoice me for an additional \$ _____ to help fund a student scholarship (A full scholarship is \$975).

Card Brand: VISA MASTER CARD DISCOVER AMERICAN EXPRESS

Account #: _____ Expires: _____ Security Code: _____

Name on Card: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

OTHER INFORMATION

High school attended: _____ State: _____

Three words that describe me as a leader are: _____, _____, _____

Lodging: I will be staying at (hotel/dorm) _____ . My emergency contact # is (_____) _____

Shirt sizes:

Men's polo _____ S _____ M _____ L _____ XL _____ XXL _____ XXXL
Women's polo _____ S _____ M _____ L _____ XL _____ XXL _____ XXXL

Thank you letters:

- A thank you letter to my employer for my participation is not required.
- Please send my employer a thank you letter for allowing me to participate in this program.

Name of person receiving letter: _____

Title of person receiving letter: _____

Address: _____

City: _____ State: _____ Zip: _____

CONSENT TO BACKGROUND CHECK - REQUIRED

I _____, (NAME - First, MI, Last), CONSENT TO A CRIMINAL BACKGROUND CHECK. (REQUIRED)

SIGNATURE

DATE

DOB

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.