



2017 Intern Application

Section 1: Student Information

_____ Gender: ___ Male ___ Female
Last Name First Name Birthdate

_____ City State Zip Code
Mailing Address

_____ Student Cell Phone Number Student Email Address
Home Phone Number

_____ Parent Contact Phone Number Parent Email Address
Parent/Guardian Name

_____ Academic grade you will complete in May 2017:
School Name ___ Junior ___ Senior ___ College Freshman

T-Shirt Size: ___ Sm ___ Med ___ LG ___ XL ___ 2XL ___ 3XL

_____ Supervisor Phone Number
Place of Employment (if unemployed, leave blank)

Section 2: Business Week Information

Year Attended: _____ Name of Company Advisor: _____

I was CEO of my company

Section 3: Intern Application

Selection into the intern program is through an application process. Applicants must have completed their junior year of high school before the program starts. A list of intern responsibilities is attached. Applications are due by April 14, 2017. Qualified applicants may be called for a brief phone interview. Candidates will be notified of their selection into the program by April 21st. Upon acceptance, a \$100 intern registration fee will be due by July 1, 2017. 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 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, contact ABW at nschuh@alaskachamber.com or (907) 278-2744.

Date I requested my CA send a letter of recommendation to ABW: _____

(Continued on back)

Last Name: _____

2. **Essay:** In 300 words or less, tell us why you want to be an intern for Alaska Business Week, include the skills and talents that you will bring to the team. You may want to tell us:
- what you expect to learn;
 - why you want to participate;
 - why we should select you;
 - 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).

<input type="checkbox"/> Word	<input type="checkbox"/> Excel	<input type="checkbox"/> PowerPoint
<input type="checkbox"/> Data Entry	<input type="checkbox"/> Audio/Visual Skills	<input type="checkbox"/> Working Under Pressure
<input type="checkbox"/> Food Service	<input type="checkbox"/> Handling Cash Receipts	<input type="checkbox"/> Office Equipment (copier, fax, etc.)
<input type="checkbox"/> Business Phone Etiquette	<input type="checkbox"/> First Aid	<input type="checkbox"/> Photography
<input type="checkbox"/> Organizing Activities	<input type="checkbox"/> Group Games	<input type="checkbox"/> Public Speaking
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Time Management	

5. **Photography Intern:** Do you have an interest in photography? Each year one intern has the task of taking pictures of all the week's activities and compiling them into a slide show at the end of the week.
- I am interested in being a Photography Intern.

6. **Is there anything else you want to tell us?**

Section 4: Send Application to Alaska Business Week

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 nschuh@alaskachamber.com or send it by mail no later than April 14, 2017.



Alaska Business Week
471 West 36th Ave., Suite 201, Anchorage, AK 99503
Executive Director: Nicole Schuh Phone: (907) 278-2744
Email: nschuh@alaskachamber.com Website: alaskachamber.com/ABW

Alaska Business Week

Examples of Intern Responsibilities

Each intern will be assigned a specific role by the Program Director at the start of the program

All interns must:

1. Set a good example for other students to follow.
2. Present to at least one group in your community about Alaska Business Week prior to the program (in April or May).
3. Assist with camp set-up on Saturday:
 - Assemble student packets
 - Organize and distribute supply boxes
 - Fold student t-shirts
4. Assist with student registration on Sunday morning.
5. Introduce yourself at opening ceremony on Sunday.
6. Answer Business Week phones in office and perform general office duties.
7. Assist the Business Week staff, CA's and Chair as needed/assigned.
8. Sort the Hunk of Junk on Sunday. Take to appropriate location and spread out.
9. 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 assembly
 - Know where the light switches are located
 - Set up Company signs, 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
10. If requested or assigned, stay and help the speaker with AV, lighting, etc.
11. Clean up the room after speakers, retrieving Business Week materials and securing them for next session.
12. Help run activities as assigned.
13. Play on the CA team at the CA/CEO volleyball game on Wednesday.
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 Director.
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. And much more!

This is a competitive internship program. It is open to highly-motivated high school juniors, 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.

