

# **Packing Checklist**

The cost of your room, meals, a program t-shirt and the Alaska Business Week (ABW) Program and all program materials are included in your registration fee. Please read on below for suggestions on what to pack for the week.

#### Food

Three meals a day are provided for students and there is plenty of food provided to satisfy teenage appetites. Additional snacks are the responsibility of the students. Dinner will be provided for those students arriving on Saturday. On the Saturday of departure, no meal will be served. Meals are served buffet style so that each student may make their own food selections while taking into consideration any dietary modifications they may need.

## Clothing

Dress for ABW is casual, though students are encouraged to dress in business attire for their final presentations and awards ceremony on Friday. Shoes and shirts are required in all dining halls and buildings. DRESS MUST BE TASTEFUL AND APPROPRIATE; if in doubt, wear something else. Dress that constitutes a safety hazard or that disrupts the optimum learning environment is prohibited. Clothing or jewelry that displays illegal/immoral actions or items including alcohol, drugs, gangs, or violence is not to be worn on campus. Bring enough clothes for 7 days. On Friday, there will be a presentation given by students in the morning and an awards ceremony in the evening. Business attire for both events is recommended. Dresses, sweaters, slacks, sport jackets and ties are appropriate if you have them. Please review the Dress Code Policy attached to this checklist. Resident Advisors (RA) will enforce the dress code during the program.

# Suggested Items to Bring:

- Bedding or Sleeping bag (will not be supplied by the program)
- Pillow
- Calculator
- Alarm Clock
- Fan (the dorms are not air conditioned)
- Wristwatch
- Sunglasses
- Camera

- Backpack
- Bug spray & Sunscreen
- T-Shirts
- Shorts
- Summer casuals
- Sneakers
- Jeans
- Pajamas
- Jacket/Sweater
- Dress Clothes for presentations

- Hangers
- Personal Items (e.g. soap, toothpaste, shampoo, feminine products, etc.)
- Prescriptions (please note them on the medical form)
- Hair dryer/ Curling Iron
- Wash cloth and towel
- Laundry Bag
- Snacks

# **Telephones, Computers and Electronic Devices**

Students are not allowed to use computers for student company business. Cell Phones, CD and MP3 players are allowed at Business Week programs, but do not bring them to program sessions, seminars, and company meetings. CD and MP3 players, cell phones and text messaging must be turned off and headphones removed prior to entering a session or company meeting. This includes games, too! TV's, laptops and other expensive items should not be brought. ABW and APU will not be responsible for lost, stolen or damaged personal items.

NOTE: Electrical appliances, including refrigerators, are not permitted. Should any medications need to be refrigerated, ABW staff will be equipped with a refrigerator—please see your RA at check-in.

## **KEEP THIS LIST FOR YOUR RECORDS**

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 Dress Code

## Please read carefully

During your week at Alaska Business Week (ABW), we want you to have the best experience possible. We have developed the following dress code out of respect for our participants, the university community, visiting business professionals and the community volunteers that you will be involved with during the week.

Dress at ABW is casual. Shorts and summer attire are acceptable within the guidelines outlined below. DRESS MUST BE TASTEFUL AND APPROPRIATE. If in doubt, wear something else.

Please be advised that the following dress code will be enforced for all individuals attending the program, including staff, company advisors, interns, volunteers and resident advisors (RA).

By planning ahead and packing appropriately, you will be contributing to a positive camp atmosphere and you will save yourself the inconvenience of having to change. If you choose to dress inappropriately, you will be asked to change or be required to wear a camp-issued shirt. RAs will enforce the dress code.

- Shorts and skirts should be at least mid-thigh length. (Closer to the knee than to the hip.)
- Items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see-through) are prohibited. Tank tops with straps wider than one inch are permitted. Spaghetti straps, shirts which expose a bare back, halter tops and tube tops are prohibited.
- Dress that constitutes a safety hazard or that disrupts the optimum learning environment is prohibited. Articles of clothing or jewelry which display profanity, illegal/immoral actions, products, or slogans which promote tobacco, alcohol, drugs, gangs, sex or are in any other way distracting, are not to be worn on campus.
- Excessively baggy or tight clothing, and clothing which advertises gang symbols or affiliation, is prohibited.
- Shoes and shirts are required in all dining halls and buildings.

If you have any questions about the Dress Code Policy, please contact an ABW staff member or a RA.

# **ABW Visual Guide to Dress Code Violations**



Drawn by Cynthia Sperry 2003 (4-H Summer Camp Dress Code) and Lizzie Braicks, Gonzaga University

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