



PWA

PORTLAND WORKFORCE ALLIANCE

# NORTHWEST YOUTH CAREERS EXPO

## School Registration

**Tuesday, March 17, 2015**

**9:00 am – 2:00 pm**

Oregon Convention Center Portland, Oregon

Click here: <http://www.portlandworkforcealliance.org/>  
to view the Expo website

Sponsored By:



DREAMS, SKILLS, JOBS



PWA

PORTLAND WORKFORCE  
ALLIANCE

CONNECT WITH US:



PortlandWorkforceAlliance.org



Facebook.com/PortlandWorkforceAlliance



PWA

PORTLAND WORKFORCE ALLIANCE



### **What is the Expo?**

The NW Youth Careers Expo is an opportunity for high school students (9-12<sup>th</sup> grades) to explore careers in a wide variety of fields and to learn about the skills and education needed to succeed in the workplace. More information about the Career Expo is located on the PWA Website: <http://www.portlandworkforcealliance.org/>.

### **Registration**

If you are taking a group of students you will need to complete the attached registration form. The registration form needs to be emailed to: Stephanie Kennedy, Event Manager, 503-626-8197; email: [skennedy@portlandworkforcealliance.org](mailto:skennedy@portlandworkforcealliance.org). **Registration is due by March 6, 2015.**

### **Expo Schedule**

School groups should plan on attending the Expo for 1 ½ - 2 hours. Arrival times will be scheduled at staggered times due to the volume of students attending the Expo. This will allow for more interaction between students and employers. Please rank your preference times on the group registration form. A confirmation arrival time will be emailed to you.

### **Transportation/Substitute Teacher Funds**

Schools are responsible for transportation and substitute teacher costs. However, there are **limited funds available** for both of these expenses. Priority for funding will be given to schools OUTSIDE of the City of Portland. We encourage PPS groups to take advantage of the free student Tri-Met passes (the Convention Center is located on both the max and bus lines). However, consideration will be given for those schools where Tri-Met is not practical.

To request funds for transportation and/or substitute, please complete the attached **Funds Request Form**. **These forms are due by March 6, 2015. Final invoices are required for payment and need to be received no later than June 15, 2015.** Funds will be distributed 2-4 weeks after the final invoice is received.

### **Special Accommodations**

If a student needs special accommodations, please note this on the registration form. The Expo staff needs to know in advance if special accommodations are needed.

### **Preparing Students for the Expo**

Before the Expo, you will receive a “teachers packet” which will give more detail about the Expo, how to prepare your students and suggested activities.

### **Individual Registration**

Students can attend the Career Expo on their own. They will need to go to the [PWA website](http://www.portlandworkforcealliance.org/) to download a registration form. They will also need to contact their school regarding any forms required by their school (i.e. pre-arranged absence form, etc.).





PWA

PORTLAND WORKFORCE ALLIANCE



## Group Student Registration

Tuesday, March 17, 2015 • 9:00am – 2:00pm  
Oregon Convention Center

### Directions for School Contact/Teacher:

1. Complete the registration form below.
2. Email registration by March 6, 2015 to: Stephanie Kennedy, [skennedy@portlandworkforcealliance.org](mailto:skennedy@portlandworkforcealliance.org);
3. We are staggering the bus arrivals to give more quality time between students and employers. Below please rank the times from 1-4 (1 being first choice of arrival)

### PLEASE PRINT

School Name:	School Phone Number:
School Contact/Teacher Name (Print):	School Contact/Teacher Phone Number:
School Contact/Teacher Email:	
Will your students be required to attend the mock interviews? YES___ NO___  If yes, how many students will go through the mock interviews?  9___ 10___ 11___ 12___	Total Number of Students:  How Many Students from Each Grade:  9___ 10___ 11___ 12___
Time for bus arrival. Please rank the times from 1-4 (1 being first choice of arrival):  9:00 am___ 9:30 am___ 10:00 am___ 10:30 am___ 11:00 am___ 11:30 am___ 12:00 pm___	
Do you need a Bus for your students? Yes___ No___ (If yes, please complete the Funds Request Form)	Do you need a Substitute for your class? Yes___ No___ (If yes, please complete the Funds Request Form)

A confirmation email will be sent within two weeks after receiving your registration. If you do not receive a confirmation or have further questions, please contact Stephanie Kennedy, [skennedy@portlandworkforcealliance.org](mailto:skennedy@portlandworkforcealliance.org) or 503.626.8197.

**Reimbursement Policy** - Final invoices need to be received by no later than June 15, 2015. Funds will be distributed 2-4 weeks after an invoice is received.





PWA

PORTLAND WORKFORCE ALLIANCE



## Funds Request Form

Tuesday, March 17, 2015 • 9:00am – 2:00pm  
Oregon Convention Center

### Directions for School Contact/Teacher:

1. To receive funds you must complete the form below.
2. Email registration by March 6, 2015 to: Stephanie Kennedy, [skennedy@portlandworkforcealliance.org](mailto:skennedy@portlandworkforcealliance.org)
3. Please contact Stephanie Kennedy at 503.626.8197 or [skennedy@portlandworkforcealliance.org](mailto:skennedy@portlandworkforcealliance.org) if you have questions.

### PLEASE PRINT

School Name:	School Contact/Teacher Name (Print):
Address:	City/State/Zip:
Phone:	Email:
Funding Requested:  Substitute Teacher Cost – Bus Cost – Mileage – Car/Bus Rental - Total Requested –	Requestor's Signature:

There are **limited funds** available for your students to attend this Expo as a group. Priority for funding will be given to schools **OUTSIDE** of the City of Portland. We encourage Portland Public Schools to take advantage of free student Tri-met bus passes - but consideration will be given for those schools where Tri-met is not practical.

Portland Public Schools has set aside funds to transport students to the Expo. Please contact Jeanne Yerkovich ([jyerkovi@pps.net](mailto:jyerkovi@pps.net)) for additional information.

**Reimbursement Policy** - Final invoices need to be received by no later than June 15, 2015. Funds will be distributed 2-4 weeks after an invoice is received.

