



School Registration

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- Funds request form

**Wednesday,
February 24, 2016**

9:00 AM - 1:30 PM
Oregon Convention Center
Portland, Oregon

www.portlandworkforcealliance.org/expo



NORTHWEST
**YOUTH
CAREERS
EXPO**

Wednesday, February 24, 2016

9 AM - 1:30 PM
Oregon Convention Center

What is the Expo?

The NW Youth Careers Expo is an opportunity for high school students (9th-12th grade) 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 Careers Expo is located on the PWA Website: www.portlandworkforcealliance.org/expo

Registration

If you are taking a group of students, you will need to complete the attached registration form. Email to: Stephanie Kennedy, Event Manager, 503-626-8197; skennedy@portlandworkforcealliance.org. **Registration is due by February 5, 2016.**

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 allows 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 **February 5, 2016**. **Final invoices are required for payment and need to be received no later than April 1, 2016**. 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 teacher packet which will give more detail about the Expo, how to prepare your students and suggested activities.

Individual Registration

Students can attend the Careers Expo on their own. They should go to the PWA website 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.).



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Group Student Registration

Directions for School Contact/Teacher:

1. Complete the registration form below.
2. Email form by February 5, 2016 to: Stephanie Kennedy, 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 CLEARLY

School name:	School phone number:
School contact/teacher name:	School contact/teacher phone number:
School contact/teacher email:	
Total number of students attending the Expo:	Will your students be required to attend the mock interviews?
	YES _____ NO _____
Number of students from each grade:	If yes, how many students will go through the mock interviews?
9 _____ 10 _____ 11 _____ 12 _____	9 _____ 10 _____ 11 _____ 12 _____
Preferred 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?	Do you need a substitute for your class?
YES _____ NO _____	YES _____ NO _____
If yes, you may complete the Funds Request Form.	If yes, you may 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 at skennedy@portlandworkforcealliance.org or 503.626.8197.

Reimbursement Policy

Final invoices need to be received by no later than April 1, 2016.

Funds will be distributed 2-4 weeks after an invoice is received.



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PLEASE PRINT CLEARLY

School name:	School contact/teacher name:
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.

Portland Public Schools: 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 PPS students to the Expo. Please contact your school secretary to place your request for buses as soon as possible. They must submit their request through PPS Transportation's on-line system. For PPS questions, please contact Linda Littler at llittler@pps.net

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