



# School Registration

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- Funds request form

**Tuesday,  
March 14, 2017**

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

Visit our website for more resources such as:  
the current list of exhibitors, student prep videos,  
career sector spotlights, and more!

[www.portlandworkforcealliance.org/expo](http://www.portlandworkforcealliance.org/expo)



NORTHWEST  
**YOUTH  
CAREERS  
EXPO**

# Tuesday, March 14, 2017

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## 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](http://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](mailto:skennedy@portlandworkforcealliance.org). **Registration is due by March 3, 2017.**

## 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 Portland-area high schools to consider public transit, as the Oregon Convention Center is located on both the Max and bus lines. Consideration will be given for those schools where Tri-Met is not practical.

To request funds for transportation and/or substitutes, please complete the attached **Funds Request Form**. These forms are due by **March 3, 2017**. **Final invoices are required for payment and need to be received no later than Friday, April 21, 2017**. 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

You will receive an "early edition" 2017 NW Youth Careers Expo Teacher Packet with your registration confirmation. The packet will give more detail about the Expo, how to prepare your students and suggested activities, including visiting employers' **exhibitor booths** in different career areas, participating in **mock interviews** and attending a **workshop** in resume writing or interviewing essentials.

## Individual Registration

Students can attend the Careers Expo on their own. They should go to the [PWA website](http://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 March 3, 2017 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 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:  Number of students from each grade: 9 _____ 10 _____ 11 _____ 12 _____	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 _____
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?  YES _____ NO _____  If yes, you may complete the Funds Request Form.	Do you need a substitute for your class?  YES _____ NO _____  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](mailto:skennedy@portlandworkforcealliance.org) or 503.626.8197.

### Reimbursement Policy

Final invoices need to be received by no later than Friday, April 21, 2017.

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



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3. Please contact Stephanie Kennedy at [skennedy@portlandworkforcealliance.org](mailto:skennedy@portlandworkforcealliance.org) or 503.626.8197 if you have questions.

### 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:** Portland Public Schools has set aside funds to transport PPS students to the Expo.

**Please contact your school secretary AS SOON AS POSSIBLE to reserve your bus through the district.**

Requests must be submitted through PPS Transportation's online system. For PPS questions, please contact Linda Littler at [llittler@pps.net](mailto:llittler@pps.net). We also encourage Portland Public Schools to take advantage of free student Tri-Met bus passes, where practical, as the Oregon Convention Center is located on bus and Max lines.

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