

Dear Ohio Business Week Parent:

In just a few short weeks, we will be gathering on the campus of Ohio Dominican University and Ohio Business Week 2010 will be underway! Your child is registered for Ohio Business Week (OBW), hosted by Ohio Dominican University July 11 - 17.

This communication serves as the Last Minute Memo Packet, which includes important information that you and your child will find helpful while preparing for the program. Please review the enclosed materials carefully. Then share this information with your child so that they will be fully prepared to have a great time when they arrive at Ohio Dominican University. In this packet you will find:

- Directions to the university and a campus map
- Registration times
- Check-in procedures
- Vehicle policy
- Residence hall information
- Talent show and free time activities information
- Packing tips
- Information on how to reach your child during the week
- Emergency policy
- Check-out procedures
- Early release/temporary leave pass information

Please be sure to visit our website at www.ohiobusinessweek.org during your child's stay at OBW. Photos will be uploaded daily so you can experience the program with your child!

If you must cancel your child's participation in OBW, please notify our office immediately so we may reassign their scholarship.

If you have any additional questions, please contact us toll free at (888) 377-7414 or by e-mail at info@ohiobusinessweek.org. We are very excited to meet you and your child at OBW 2010!

Very truly yours,

A handwritten signature in blue ink, appearing to read "Gayle Troy".

Gayle Troy
Executive Director & CEO

Ohio Business Week 2010



Directions

Refer to the enclosed map for directions to Ohio Dominican University and for the location of Aquinas Residence Halls (#4 on map). Plan to park in Lot C and bring your luggage to the residence hall.

Once You Arrive on Campus

- 1. Upon arriving on campus, check-in at Aquinas Hall first.** Please leave all vehicles in Lot C after checking in.
- 2. After checking in, proceed to Erskine Hall (#11 on map) lobby for registration.** Refer to the enclosed schedule for your assigned registration time. Registration is staggered geographically by county to eliminate long lines and waiting. It is important that you plan to arrive at your scheduled time to keep the registration process flowing smoothly.
- 3. Following registration, you and your child will attend orientation in the Matesich Theatre in Erskine Hall. Orientation will take place at 12:30 p.m.** Tours of campus will be available to you upon completion of registration. The dining hall will not be open during registration, so please plan on eating before you arrive on campus.
- 4. Opening Ceremonies begins promptly at 1:00 p.m. in the Matesich Theatre.** All participants *must* be in attendance at opening ceremonies. Therefore, you must arrive on campus on time, check-in and complete registration no later than 12:20 p.m. Parents/guardians and guests are encouraged to remain and attend Opening Ceremonies.

If you know you will be arriving late to OBW, please call
(614) 251-7585 en route, so we may notify your Company Advisor.

Vehicle Policy



If your child drives to OBW, he/she will park their car in **Lot C**. **Car keys are turned in at registration and will be returned at check out.** **Students will NOT** be permitted to operate or reside in their vehicle while in attendance at the program. If students need to go to their car during the week, a member of the OBW staff *must* accompany you.

Transportation

If you are having trouble finding transportation to and from Ohio Dominican University, please let our office know as soon as possible and we will try to find someone from your area that you may contact about carpooling.

Residence Halls

Students will be housed in a college dormitory. Dormitories are two per room and not co-ed. There are no private baths. **Students should bring twin bed linens, pillows, alarm clock, towels, and extra blankets for cool weather.** The rooms are very comfortable and air-conditioned. Daytime activities will be conducted in air-conditioned classrooms or meeting rooms.

Residence Hall Monitors (RHMs) will be on duty on each floor. RHMs will serve as chaperones and will enforce all rules and regulations.

- Non-program visitors are **NOT** permitted on campus or in residence halls unless authorized to be there by the Executive Director.
- Female participants are **NOT** permitted in male participants' dorm rooms at anytime.
- Male participants are **NOT** permitted in female participants' dorm rooms at anytime.
- The University is a **NON-SMOKING** campus. **Use of tobacco is prohibited at all times in all locations.**

Planned Activities

There will be a dance on Wednesday evening and a talent show on Friday evening. Students can bring appropriate items necessary for the talent show such as musical instruments, costumes or props.

Free Time

Students will have free time each afternoon and evening. Students will have access to campus recreational facilities including volleyball courts, basketball courts, tennis courts, etc. **Please note: the weight room is off limits due to liability purposes and black-soled shoes cannot be worn on any indoor courts.**

Campus Boundaries

Students are restricted to campus for the duration of the program. **University houses are off limits.**

Drop Off Policy

If your child forgets to bring an item needed for the week, you may drop off the item **at the staff office**. Family members and friends are prohibited from making physical contact with students at the program.

What to Wear & What to Bring

Participants must wear appropriate clothing at all times. The dress code is strictly enforced and students will be asked to change if they are dressed inappropriately.

Casual Clothing

- *Approved attire during official OBW activities:* jeans, shorts, skirts/skort, T-shirts and dress clothes.
- *Prohibited attire during official OBW activities:* tank/halter tops, muscle shirts, hats/skullcaps, gym attire and shorts/pants/skirts/tops that reveal underclothes.
- *Approved attire during free time activities:* workout clothing, tank tops, muscle shirts, sportswear, hats/skullcaps and other approved clothing.

Professional Clothing

- You should bring professional attire for the Emerging Entrepreneur Project (EEP) Competition presentation on Friday and closing ceremonies on Saturday. (*The EEP is an opportunity for students to become actual entrepreneurs. Applying all that is learned during the week.*)
- *For women professional attire includes:* skirt suits, pant suits, dress skirt, dresses, slacks, dress tops, blouses, blazers, stockings and dress shoes.
- *For men professional attire includes:* suits, sports jackets, neat slacks or trousers, dress shirt, tie and dress shoes.

Everyone should bring at least one pair of closed-toe shoes.

Personal Items

- Shampoo, soap, towels, washcloths, toothbrush, toothpaste, deodorant and feminine hygiene products.

Residence Hall Items

- Twin bed linens, pillows and alarm clock

OBW Company Activities

- Pens, pencils, calculator and paper.

Miscellaneous Items

- Umbrella, jacket, extra money

Cell phones, portable electronic devices and laptops may be brought to OBW. However, the Ohio Business Week Foundation is not responsible for any lost or stolen items.

Expenses

Although the Ohio Business Week Foundation covers program expenses, each participant must provide their own spending money for snacks or souvenirs from the university bookstore.

Mail

Anyone wishing to mail letters or care packages to OBW participants may do so at the following address:

Ohio Business Week
Ohio Dominican University
1216 Sunbury Rd.
Columbus, Ohio 43219

Emergency Telephone Number:
(614) 251-7585



Emergencies



Emergency Medical Forms will be on file at the OBW office in Erskine Hall. In the event that your child may need medical attention beyond routine first aid, you will be notified as soon as possible.

Please review the enclosed code of conduct with your child. All participants are expected to comply with these rules throughout the program. **Though it is never our desire to dismiss participants from the program, those who violate these rules are subject to removal from the program.** You will be called immediately and your child will be sent home.

Therefore, a parent/guardian must be available during the week to pick up their child in the event of a medical emergency or disciplinary action.

Check Out



Ohio Business Week runs from Sunday afternoon through Saturday morning. The final meal served will be breakfast on Saturday. Parents and guests are encouraged to attend both the company trade show and closing ceremonies.

The schedule for Saturday is as follows:

- Room inspection will be from 8:00 a.m. to 9:30 a.m.
- Parent/guardian should arrive at Aquinas Hall (#4) around 9:00 a.m. to help their students load their luggage.
- All belongings must be out of each dorm room by 9:30 a.m.
- The company trade show is from 9:00 a.m. to 10:30 a.m.
- Closing ceremonies begin at 10:30 a.m. and will conclude by noon.

Leaving OBW Temporarily or Early

Any student who needs to leave the program early or temporarily check-out for outside commitments (e.g. uniform fittings, doctor appointment) must have parent or guardian complete an early release form on Sunday. Students will only be released into the custody of their parent or guardian. **Please remember, when your child applied to OBW they committed to attending the program for the full seven days.**

Cancellations

If, for any reason, your child cannot attend, please notify us immediately. Each participant is matched with a scholarship by a supporting business or organization. If your child fails to attend without prior notification, your scholarship is forfeited at the expense of the sponsor.

If you must cancel, your commitment fee will NOT be refunded.

Code of Conduct

At Ohio Business Week, everyone is required to understand and comply with the following code of conduct. Your residence hall monitor will review the rules with you on your first day of the program. If you have any questions or concerns, please discuss them with your residence hall monitor, company advisor or member of the OBW staff.

Prohibited

Violation of any prohibited activity is grounds for immediate dismissal from the program.

- Using and/or possessing alcohol, drugs or tobacco
- Possessing a weapon of any kind
- Harassing participants or volunteers based upon race, creed, gender or sexual orientation
- Visiting any building outside campus boundaries designated on map
- Leaving campus without authorization of OBW and your parent/guardian
- Going to your car without an OBW staff member
- Engaging in inappropriate public displays of affection
- Hosting visitors who are not OBW participants
- Skipping required activities
- Accessing inappropriate web sites on University or Foundation computers
- Visiting residence halls occupied by the opposite sex
- Exiting residence hall after curfew
- Accepting packages from visitors who are not OBW participants
- Changing assigned residence hall room
- Hanging out of or throwing objects from residence hall windows
- Removing or rearranging furniture from the residence hall lounge or rooms
- Using candles, incense and any other items that burn

Safety

- Wear your photo ID at all times
- Walk with another student or adult at night
- Walk in well-lit areas
- Leave valuables at home: *the Ohio Business Week Foundation does not assume any responsibility for lost/stolen personal items.*
- Observe evening curfews
- Lock residence hall room when is not occupied

Etiquette

- Show respect for staff, volunteers and guest speakers throughout the entire week
- Leave cell phones and pagers in dorm room during official OBW activities
- Show courtesy to your roommate and other students by observing the "lights out" time

Dress Code

Students must wear appropriate clothing, including shirts and shoes, at all times.

- ***During official OBW activities:***
APPROVED: shorts, skirts/skort, jeans, t-shirts and dress clothes
PROHIBITED: gym attire, muscle shirts, tank/halter/spaghetti strap/bare-midriff tops, hats/skullcaps, and shorts/pants/tops that reveal underclothes
- ***During free time activities:***
APPROVED: gym attire, muscle shirts, tank/halter tops, hats/skullcaps and clothing approved during official OBW activities
PROHIBITED: spaghetti strap/bare-midriff tops and shorts/pants/tops that reveal underclothes
PLEASE NOTE: black-soled shoes cannot be worn on any indoor court

Directions to Ohio Dominican University (1216 Sunbury Rd, Columbus, OH 43219)

From I-670 to Main Campus

- Exit I-670 at 5 th Avenue (Exit 7)
 - If coming to ODU on I-670 east-bound (coming FROM Downtown), then turn LEFT onto 5th Avenue towards Nelson Road.
 - If coming to ODU on I-670 west-bound (coming FROM I-270), then turn RIGHT onto 5th Avenue towards Nelson Road.
- Turn RIGHT (north) onto Nelson Road towards Airport Drive.
- Turn LEFT (west) onto Airport Drive and proceed to the first traffic light. That is Sunbury Road.
- Turn RIGHT (north) onto Sunbury Road and proceed past the second traffic light. You will see the dormitories on your right.
- Turn RIGHT into the BLACK parking lot (Lot C).

From Cleveland and Points NORTH:

- Take I-71 South to Columbus
- Take I-270 East to I-670/Columbus
- Exit I-670 at Cassady Avenue.
- Continue through traffic light at Cassady and follow Airport Drive for approximately one mile until you reach Sunbury Road (second traffic light after Cassady Avenue).
- Turn RIGHT (north) onto Sunbury Road and proceed past the second traffic light. You will see the dormitories on your right.
- Turn RIGHT into the BLACK parking lot (Lot C).

From Cincinnati and Points SOUTH:

- Take I-71 North to Columbus then follow I-670 East (towards airport)
- Exit I-670 at Exit 7 (5 th Avenue).
- Turn LEFT (west) onto 5 th Avenue and follow to the second traffic light – Nelson Road.
- Turn RIGHT (north) onto Nelson Road and follow to the first traffic light – Airport Drive.
- Turn LEFT (west) onto Airport Drive and follow to the first traffic light – Sunbury Road.
- Turn RIGHT (north) onto Sunbury Road and proceed past the second traffic light. You will see the dormitories on your right.
- Turn RIGHT into the BLACK parking lot (Lot C).

From Zanesville and Points EAST:

- Take I-70 West to Columbus
- Take I-270 North to I-670/Columbus
- Exit I-670 at Cassady Avenue.
- Continue through traffic light at Cassady and follow Airport Drive for approximately one mile until you reach Sunbury Road (second traffic light after Cassady Avenue).
- Turn RIGHT (north) onto Sunbury Road and proceed past the second traffic light. You will see the dormitories on your right.
- Turn RIGHT into the BLACK parking lot (Lot C).

From Dayton and Points WEST:

- Take I-70 East to Columbus
- Take I-71 North to I-670 East (towards airport)
- Exit I-670 at Exit 7 (5 th Avenue)
- Turn LEFT (west) onto 5 th Avenue and follow to second traffic light – Nelson Road
- Turn RIGHT (north) onto Nelson Road and follow to the first traffic light – Airport Drive.
- Turn LEFT (west) onto Airport Drive and follow to the first traffic light – Sunbury Road.
- Turn RIGHT (north) onto Sunbury Road and proceed past the second traffic light. You will see the dormitories on your right.
- Turn RIGHT into the BLACK parking lot (Lot C).

Ohio Business Week 2010 Registration Times

Ohio Dominican University

When you arrive on campus, check in at Aquinas Residence Hall for dorm room assignment and baggage drop off. Then proceed to Erskine Hall for registration and orientation. Please arrive at Aquinas Hall by your assigned registration time, which is listed below. Please find your county and note your registration time. Registration is staggered geographically by county to eliminate long lines and waiting.

Area I - 11:15 a.m.

Franklin

Area II - 11:30 a.m.

Adams
Allen
Auglaize
Brown
Butler
Champaign
Clark
Clermont
Clinton
Delaware
Drake
Fairfield
Fayette
Greene
Hamilton
Highland
Hocking
Lawrence
Licking
Logan
Madison
Mercer
Miami
Montgomery
Paulding
Pickaway
Pike
Preble
Putnam
Ross
Scioto
Shelby
Union
Van Wert
Warren

Area III - 11:45 a.m.

Ashtabula
Columbiana
Cuyahoga
Geauga
Lake
Lorain
Mahoning
Medina
Portage
Stark
Summit
Trumbull
Wayne

Area IV - 12:00 p.m.

Ashland
Athens
Belmont
Carroll
Coshocton
Crawford
Defiance
Erie
Fulton
Galia
Guernsey
Hancock
Hardin
Harrison
Henry
Holmes
Huron
Jackson
Jefferson
Knox
Lucas
Marion
Meigs
Monroe
Morgan
Morrow
Muskingum
Noble
Ottawa
Perry
Richland
Sandusky
Seneca
Tuscarawas
Vinton
Washington
Williams
Wood
Wyandot