



Northwest Public Power Association

2009 Engineering & Operations Conference and Tradeshow
Spokane, Washington

2009 E&O Student Program

Overview:

To attract new workers to the public power industry within the region served by NWPPA a pilot program, specific to college age workers interested in understanding general and specific opportunities available in public power, specific utilities and industry vendors, is proposed. The pilot program would provide one day of attendance at the 2009 NWPPA Engineering and Operations Conference and Tradeshow (E&O), a mentorship approach to help inform attendees about the industry and its technical aspects, as well as information on specific utilities/vendors, and career and internship opportunities. The pilot program would be funded by participating utilities, associate members, and NWPPA with a goal of inviting 10 attendees to the program.

Student Attendee Program:

The student program may include the following benefits and activities:

- Up to two nights lodging and meals, as well as travel costs, depending upon the attendees' travel requirements.
- Orientation meeting where attendees meet their mentors, are introduced to the industry and its' opportunities, oriented to the E&O and are given an agenda for the day.
- Dinner for those student attendees that are available the evening of April 22, 2009.
- Participate in the E&O on Thursday, April 23, 2009 with their mentor.
- Talk one-on-one with their mentors about the mentors' career, their own aspirations, what it is like to be an employee in the industry, and what future employment or internship opportunities may exist.

Mentorship Program:

During the attendee's day at the E&O, an assigned member utility or associate member employee would be the mentor for up to two student attendees. The mentor would be assigned for the entire day from the breakfast and orientation meeting, the current sessions, to the tradeshow and evening banquet.

The goal of a mentor is to befriend the students and make them feel welcome and give them an understanding of the industry and what it would be like working at a public utility or industry vendor.

Benefits to the sponsoring utility/vendor include:

- 1) The mentor will be in the position to evaluate the attendees they are assigned
- 2) The sponsoring utility/vendor would be free to encourage and recruit the attendees for internships or full time employment;
- 3) Increase knowledge and interest of college students in the public power industry

Responsibilities of the mentor include:

- 1) Participate in a Student Program conference call in March 2009
- 2) Attend the Student Program planning meeting on Wednesday, April 22, 2009 from 1:00pm to 2:00 pm,
- 3) Talk with the students about the industry and share what working at a public utility or vendor is like,
- 4) Sit through concurrent sessions of interest to the student and the guide and discuss the session topic,
- 5) Walk through the tradeshow with the students to explain what they are seeing and how it fits into the utility business,
- 6) In general, be available to the students so that questions can be asked and answered.

Application and Attendance:

Students applying to participate in the E&O Student Program will find that it is competitive and selective. **Applications must be received by NWPPA on the prescribed due date.** Factors considered by the steering committee when reviewing applications from potential attendees may include interests, college degree track and grades, trade school interest or attendance, prior work experience, selection by a sponsoring utility/vendor, reference letters, along with other selection factors that may be identified by the NWPPA E&O Student Program Steering Committee.

All student attendees must be at least 18 years old and must wear a student registration at all times during the event.

In the 2009 pilot program, the attendees will be sought from university programs. Technical study areas will be sought and would include electrical, mechanical, and civil engineering. Other study areas considered may include environmental engineering or management, health and safety, purchasing and materials management, computer science, human resources, and finance and accounting. In 2010 and lineman, meter men and other apprenticeship programs will be considered.

Expectations of Attendees

A deliverable expected from student attendees is that they agree in writing, prior to attending the E&O, to prepare a short report of at least 300 words and to present their report to a class or

student club related to their course of study, regarding the industry and the employment opportunities available in the industry. A copy of the report must be submitted to NWPPA by email (slowry@nwppa.org) by May 15, 2009.

Expectations regarding attendee behavior, conduct, etc. at the E&O will be set and enforced by the steering committee through the attendee guides. In the pilot program for 2009, attendees under the age of 18 will not be considered or accepted. All student attendees will be required to wear an E&O badge marked as “student” in order to gain access to receptions, tradeshow, etc.

Recognition of Completion:

Following the completion of the students’ speaking assignment and upon receipt of a signed confirmation (by the student and class instructor or club officer) that it was completed, NWPPA will issue a certificate of completion acknowledging that the student attended the 2009 NWPPA Engineering and Operations & Tradeshow and completed the Student Program.

NWPPA E&O Student Program Committee

A three member E&O Student Program Committee will develop and run the pilot program in 2009. It is the responsibility of the E&O Student Program Steering Committee, overseen by the E&O Policy Committee, to implement the program. NWPPA staff will oversee the program budget and spending. The E&O Student Program Committee will review and approve all student applications. Funding recommendations must also be approved by the Committee and by the assigned NWPPA staff member.

The Committee is made up of three individuals from the E&O Conference Committee, two of which are from NWPPA member utilities and one individual representing NWPPA associate members. One member of the Student Program Committee must be a member of the E&O Conference Policy Committee. The 2009 Committee members are Tony Schacher (2nd Vice Chair of the E&O Policy Committee), Christina Carter (1st Vice Chair of the E&O Substation & Distribution Sub-Committee, and Bob Nastan (1st Vice Chair of the E&O Associate Sub-Committee).

Funding

Funding for the program will come from supporting utilities, associate members and NWPPA. The cost of the program per attendee may vary from year to year. A budget for the 2009 E&O is available for review to NWPPA member utilities and associate members.

How to Participate:

- 1) NWPPA Utility and Associate Members. Each organization (utility and associate members) determines if it will participate and sponsor one or more attendees. In

addition, providing a mentor from your organization is highly encouraged. Please contact Scott Lowry for more information at (360) 254-0109.

- a. Sign ups for 2009 Sponsorship must be received by NWPPA by the prescribed due date.
- 2) Students. Students interested in the program can find E&O, Student Program and program application information on NWPPA.ORG, or contact Scott Lowry by phone or email (see below).

Reimbursement of Costs Incurred By Students:

For the 2009 Student Program each student will be reimbursed the expenses listed below by check from Northwest Public Power Association within three weeks of receipt of all required information for reimbursement. You will be called or emailed if any required information is missing.

Expenses that will be reimbursed will vary by student depending upon the method and distance that each had to travel. The key to the reimbursement of all of your trip expenses is to keep detail records and all of your receipts. Be sure to keep all of your receipts and make a copy of each for your records.

Students' will be reimbursed for the following costs (up to a maximum of \$630 per student) if original receipts for each expense are provided, as well as a completed Student Program Reimbursement Form (see separate attachment). All airfare, hotel and other costs will be reimbursed to the student per the guidelines below.

- A. Student must attend the entire Student Program on April 23, 2009 from the morning orientation meeting to the banquet. The student Program Dinner on April 22nd is optional.
- B. Airfare to and from E&O subject to:
 - a. Only non-refundable coach fares receipts will be reimbursed
 - b. Air fares will be reimbursed up to a maximum of \$300 per student.
- C. Rental cars in Spokane will not be reimbursed.
Suggestion: Students can catch the **free** Doubletree Hotel shuttle to and from the Spokane Airport. Contact the hotel at 509-455-9600 for a ride
- D. Mileage will be paid at \$0.585 per mile up to a maximum of \$300 for those driving versus flying. Only miles to and from your current address and the Spokane Convention Center will be reimbursed as determined using Mapquest.
- E. Up to \$50 per day (2 day maximum) for meals on your travel days will be reimbursed if original receipts are submitted.
- F. "Standard room" Doubletree City Center hotel charges and taxes will be reimbursed subject to:
 - a. You must register your hotel room by March 18, 2009. Mention that you are with the NWPPA conference to receive the lowest rate.
 - b. Room service or other charges to your hotel room will not be reimbursed.

- G. Parking at Spokane Convention Center will be reimbursed if driving to and from the E&O
- H. Parking at your home airport will be reimbursed if flying to Spokane, with the submission of your original receipt.

Questions about the reimbursement of expenses may be directed to Scott Lowry or Gregg King at NWPPA 360-254-0109.

Contacts:

For information or questions about the program the following may be contacted.

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