



**Transition and Young Adult Program (TYAP)
Business Opportunity School for Success (BOSS)
Registration Packet**

PROGRAM OVERVIEW:

The Business Opportunity School for Success (BOSS) program is a unique summer experience put on through The Arc of Spokane and the Division of Vocational Rehabilitation (DVR). The first half of the program focuses on learning the basics of entrepreneurship and starting a business through educational evening workshops Monday and Wednesday from 5:30pm-7:30pm from May 8th – June 12th.

On June 13th from 5pm-6pm, participants will undergo New Hire Orientation and become non-exempt employees of The Arc of Spokane. Employment is contingent upon successful clearance of required background check. Upon hire, the program will be paid work-based learning and the students will be paid for hours worked and earn minimum wage for the remainder of the program. As employees of The Arc of Spokane it is expected participants will follow all program and employment policies and procedures. This agreement in no way alters Washington State at-will employment. Pay dates will be the 8th and 23rd of the month by direct deposit. Pay stubs will be mailed to the address on file, and W2 earnings will be mailed by the end of January 2025.

During the paid work-based learning portion of the program, participants will create products of their choice and sell them at local farmer's markets. This year, we are signed up for Fairwood Farmers Market on Tuesday, Millwood Farmers Market on Wednesday, and South Perry Market on Thursday. Production will occur in between. A more detailed schedule will be sent out to participants upon acceptance.

At the end of the program, we will host celebrations for each group. These will be bonus events and will not be paid activities.

**Registration packets are due by Monday, April 22nd at 5pm.
Email to kparkins@arc-spokane.org or drop off at 320 E. 2nd Ave**

SAFETY CONSIDERATIONS:

Please be aware that summer weather can be unpredictable and students may be exposed to high temperatures and sunlight on market days. We will cancel the market in extreme conditions and will communicate those changes via text, email or phone calls.

DVR REQUIREMENTS:

- Ages 16-21
- Have an IEP, 504 plan, or have a documented disability
- Independently take care of personal care and medication needs
- Ability to safely navigate space at The Arc and in the community
- Have reliable transportation to and from workshop locations and markets
- Desire and commitment to work with instructors

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PARTICIPANT INFORMATION:

Full Name: _____ Age: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Text Capable?: Yes No
Email: _____

EMERGENCY CONTACT:

Name: _____
Phone: _____ Email: _____
Relationship to Participant: _____

ADDITIONAL INFORMATION:

Allergies: _____
Preferred method of communication: Phone-Voice Phone-Text Email

PREFERENCES: We cannot guarantee you will be assigned your preferences, but will do our best to accommodate requests.

Please circle your time preference for production days starting in late June:

Morning (9am-11am) Afternoon (1pm-3pm)

Please circle your market location preference:

Fairwood Market – Tuesdays Millwood Market – Wednesdays
South Perry Market – Thursdays I want to work multiple markets!

Comments about preferences (if applicable): _____

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QUESTIONS:

Why do you want to participate in the BOSS Program?

What are two goals you have for your future?

Are you interested in learning more about business?	Yes	No	
Are you interested in starting your own business?	Yes	No	Maybe

If so, what kind of business are you interested in?

Briefly describe any support needs you may have while participating in BOSS:

Is there anything else you would like us to know about you?

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PARTICIPANT CODE OF CONDUCT

This program takes place both in workshop/educational settings and in the community at local markets.

Expectations during workshop time:

- Being respectful of fellow participants
 - Allowing them to express ideas without being put down or interrupted
 - Speaking kindly to one another
 - Trying not to interrupt, but signaling (by raising your hand or otherwise) when you have a question or comment
- No violence of any kind including hitting, kicking, etc.
- Letting us know ahead of time if you're going to be absent for a class

Expectations when out in the community:

- Stay with the group, and always communicate if you need to step away for a moment (so someone can go with you or otherwise ensure your safety)
- Professionalism – you will not only be representing yourself when out in the community, but the program as well. Please consider the clothes you wear.
 - Wear clothing you'll be comfortable in for multiple hours in summer weather
- Be respectful of customers and other community members
 - No arguing with customers, yelling, or cursing
- No violence of any kind including hitting, kicking, etc.
- Let us know ahead of time if you're going to be absent for a market day

Attendance:

One unexcused absence will lead to a warning. Two unexcused absences will lead to removal from the program. Part of this experience is a job setting, so punctuality and attendance are essential elements of the program. A few “make-up” days have been scheduled in for excused absences.

Signature:

Date:

Parent/Guardian Signature:

Date:

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MEDIA RELEASE AUTHORIZATION

By signing this form I, _____, am giving my consent for The Arc of Spokane to use voice content, photography images, and video produced.

I understand the photographs or videos will be used to promote the organization and its goals to serve persons with developmental disabilities and increase community understanding.

I understand that there is no model fee involved and all rights to the negatives or film remain with The Arc of Spokane.

I understand that my name may not be printed with the photo.

Signature

Date

Signature of Parent or Legal Guardian (if applicable)

Date

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