

# PENNSYLVANIA FREE ENTERPRISE WEEK

## Company Advisor Information

### Pennsylvania Free Enterprise Week 2024

presented by the

### Foundation for Free Enterprise Education

Thank you for your interest in being a Company Advisor (CA) for the 2024 summer Pennsylvania Free Enterprise Week program. Since PFEW's birth in 1979, over **50,000** students have participated in this hands-on experience to learn about business, teamwork, leadership, and other career and life skills. In addition, over **3,000** dedicated business volunteers have helped to create the life-changing experience that is *PFEW*!

**As a CA, you will mentor a team of high school students and enhance your own leadership skills while you share your personal expertise and experiences.**



Each week-long session blends the experience of returning CA's with the fresh perspectives and ideas of new Advisors (typically 20% are new Advisors each week). This commitment to be a mentor for a student team (15-18 students per team) brings a variety of opportunities to:

- o engage in intergenerational and **mentoring relationships** with future business leaders;
- o **network and share experiences** with other business professionals and establish life-long business connections;
- o enhance and practice your **leadership skills**, including those in communications, creative and critical thinking, team-building, and collaboration;
- o be a catalyst and contributor to life-changing experiences guaranteed to **impact students**;
- o allows an opportunity to **market individual jobs** and companies to the future workforce;
- o **and, by the way - have FUN!**

The CA role is **a professional development experience unlike any other**. You will gain invaluable business insights and learn new techniques while at the same time practice your professional skills and expand your career and community leadership capacity. For a sneak peek of what you will be treated to during your exciting *PFEW Journey*, visit our website ([www.pfew.org/pfew-company-advisor](http://www.pfew.org/pfew-company-advisor)) to see a video about the role of Company Advisor at PFEW.

**Join us in 2024 and help make Pennsylvania Free Enterprise Week a positive and life-changing experience for the next generation of future leaders.**

**See you this summer!**

*"My advisor was very effective in teaching us what we had to do throughout our week here. He helped us when we needed it, but he gave us enough freedom to really learn for ourselves. He was a valuable teacher and he always made his time with us feel welcoming; he showed us that he valued his time with us and really wanted us to succeed."* - Student Participant

#### 2024 Dates

**Week I** – June 29<sup>th</sup> – July 5<sup>th</sup>

**Week II** – July 6<sup>th</sup> – July 12<sup>th</sup>

**Week III** – July 20<sup>th</sup> – July 26<sup>th</sup>

**Week IV** – July 27<sup>th</sup> – August 2<sup>nd</sup>

#### 2024 Early Training Dates

**May 17<sup>th</sup>** – King of Prussia, PA

**May 23<sup>rd</sup>** – Erie, PA

*All new Advisors must attend one of these of these sessions.*

**What is PFEW?** Presented by the Foundation for Free Enterprise Education, PFEW is a unique and challenging program designed for incoming high school juniors and seniors. As a CA, you will spend a week on a college campus with other business volunteers from around the country as you help teens learn about business, teambuilding, leadership, and life skills. Over 50,000 students are now PFEW alumni and many testify to the change the week made in their lives thanks in part to their dedicated CA!

#### **Company Advisor (CA) Role**

As a CA you will mentor a team of 16 high school students. Teams work in a computer simulated environment to learn real life principles in finance, marketing, production, planning, project management and other aspects of modern business. Your role is to engage, educate and empower the students to be involved in the activities. The team will greatly benefit as you: share your experiences and expertise, ask engaging questions, and provide feedback on the team's involvement and interactions.

#### **CA Preparation**

A full day CA Introduction session will be held in late May for new CAs where a complete handbook will be distributed. On the **Saturday before each session**, all CAs for that week **must** attend the on-campus orientation to review program curriculum and corresponding CA responsibilities. Curriculum and the week's schedule are discussed, along with the business simulation. PFEW staff and returning Company Advisors are available to share their past experience and answer questions.

#### **CA Lodging**

Lodging at a hotel near campus is at the individual or their sponsoring company's expense. Discounted PFEW room blocks are available.

- **Holiday Inn - Williamsport**  
\$82/night

For more affordable on-campus housing, contact: Taura Ivanko (taura@pfew.org). On-Campus space is limited and will be assigned on a first-come, first-served basis. A listing of items that you should bring will be provided, as apartments do not have towels, TV's, bedding, alarm clocks, etc.

- **On-campus Apartments**  
\$27/night

## **Pennsylvania Free Enterprise Week 2024** **Summer Volunteer Information**

#### **Volunteers demonstrate:**

- ✓ A sincere desire to mentor young adults to help them learn about themselves and their potential.
- ✓ The desire to learn more about youth, business skills, and group interaction.
- ✓ A basic understanding of business.
- ✓ A desire to meet new people, network and have fun.
- ✓ Adaptability and a sense of humor.

#### **CA Volunteers will:**

- ✓ Make a full week commitment.
- ✓ Be willing to mentor students as they develop an understanding of business.
- ✓ Comply with all rules and policies.

#### **Volunteer Expenses**

(NOTE: these are often reimbursed or paid for by your employer.)

- **Hotel or On-Campus Lodging**  
\$82/night - \$27/night (Typically 6 or 7 nights)
- **Tues/Wed/Thurs. Night Dinners**  
\$50 estimate. (Most Advisors go to dinner together. However, CAs are free to go to the Dining Hall these nights which is free of charge.)
- **Transportation**  
Varies depending on individual's distance from Williamsport.
- **Miscellaneous:** \$50

#### **Application Process**

Complete an online application at [www.pfew.org/pfew-company-advisor-signup](http://www.pfew.org/pfew-company-advisor-signup)

**Once you register, more information will be EMAILED to you at the address you provide on your CA Signup form.**

PFEW conducts a full background check and child abuse clearances on all Company Advisors. Out of state residents and volunteers who have not lived in PA for the past 10 consecutive years will also be required to get FBI fingerprinting.

All Company Advisors must take the state-required online Mandated Reporter training prior to arrival at PFEW. Once complete, CAs must provide PFEW staff with the printed certificate of completion.

#### **Additional Program Details:**

- Breakfast, lunch and dinner are provided each day.
- Company Advisors **must** attend the Orientation and teambuilding activities the Saturday prior to the program – start time is 8:45 a.m.
- Casual clothes (shorts, polo-shirts, etc.) are worn during the week, **except** at the Friday afternoon Awards Ceremony where business attire is appropriate.
- New Advisors will receive a PFEW polo shirt to wear on registration day and for company pictures. All returning Advisors are asked to bring their PFEW polo shirts with them from previous years. Shirts are available for any Advisor to purchase on the PFEW website at [www.pfew.org/pfew-shirt-order](http://www.pfew.org/pfew-shirt-order).
- Daily programming begins at approximately 8:00 a.m. and ends each day around 9:00 p.m.
- Company Advisor meetings are held daily to facilitate day-to-day instructions and information sharing.

#### **Cancellations**

**If for any reason you must cancel, please notify us as soon as possible so that we can work together to find a replacement.** The role of the Company Advisor is the key to the success of the week and to our students' experience!

In 2024, all PFEW Sessions are held in Williamsport, PA at either Lycoming College or Pennsylvania College of Technology.

## **QUESTIONS?**

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**PLEASE RETAIN FOR YOUR RECORDS**