



# PRYOR HIGH SCHOOL

SENIOR CAREER INTERNSHIP PROGRAM

2018-2019 HANDBOOK



FOR MORE INFORMATION or  
TO BE A PART OF THIS PROGRAM CONTACT:

**DAVID DAY**

College and Career Coordinator

[dayd@pryorschools.org](mailto:dayd@pryorschools.org)

918-825-3973 (school)

405-328-1194 (cell)

# SENIOR CAREER INTERNSHIP PROGRAM

## RESPONSIBILITIES AS AN EMPLOYER

These students are seniors who are planning or considering a career in an area aligned to your business. Please consider that they are students, not experienced workers with a knowledge-base in your field. They need to be taught.

Students will come to your site during the session that best fits their schedule. Please inform us if there are sessions that you are unable to accommodate an intern. Students will come to your site during the time listed for an 8 week or 16 week period during the semester, depending what works best for both our interns and employers, and this is also based on the intern's interest level in a specific field.

We expect your staff to simply mentor them and provide them with direction to learn your field. Additionally you will be expected to keep daily attendance and do a simple 10 question Performance Review.

If at any time you have ANY problem with our students, first speak to them as if they were your employee. Be clear in expectations and correct them. If you need a school employee to visit with you and the student, let me know – we will schedule that. If you feel you cannot maintain the placement, let us know. It will be made clear to our students that if the school has to pull them from a site, they will go into In-House placement at the high school and receive a zero for any incomplete work.

## OUR PROGRAM

Our students will spend an entire week for 2 hours per day prior to coming to a work site. Junior Achievement will provide the curriculum that will cover soft skills and confidentiality. Our students and their parents will sign a statement that they understand confidentiality and the impact of sharing any information they gain from being at your site. Student insurance will be provided by Junior Achievement.

At the end of the internship, students will spend one more week with our staff completing a resume, journal entries from their experience and a reflective assignment.

## OUR STUDENTS ARE LOOKING FOR THE FOLLOWING OPPORTUNITIES

Accounting  
Aeronautics / Pilot  
Agriculture  
Art / Graphic Arts  
Auto Mechanics  
Business / Management  
Construction  
Cosmetology  
Culinary / Nutrition  
Dentist / Orthodontist  
Education  
Electrician  
Engineering  
Environmental / Quality Control  
Fine Arts  
Hospitality / Tourism  
Human Resources  
HVAC  
Information Technology  
Journalism  
Law Enforcement  
Fire Department  
Law Office / Attorney  
Machine Shop  
Manufacturing  
Marketing / Sales  
Medical – Nursing / Doctor  
Mortician  
Occupational Therapy  
Optometrist  
Pharmacy  
Physical Therapy  
Plumbing  
Psychology / Counseling  
Public Relations  
Radiology / Ultra-Sound Tech  
Veterinarian  
Welding

## INTERNSHIP SCHEDULE

### SESSION 1:

8:10am -10:10am

### SESSION 2:

10:30am-12:30pm

### SESSION 3:

12:45pm-2:45pm



# PRYOR PUBLIC SCHOOLS

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### SENIOR CAREER INTERNSHIP OVERVIEW

We will meet with all juniors prior to their senior year to discuss their future plans. Through past conversations with students we have discovered that many students do not know what their future plans will be. Because of this our school is implementing several initiatives to increase awareness and equip our students to make informed decisions about their future. One of the initiatives we are proposing is a Senior Career Internship Program. Students will be working closely with local businesses in an internship capacity. This program will be an important component of our Individual Career and Academic Pathways (ICAP).

Current structure:

- We will reach out to the local businesses with the help from the Pryor Chamber of Commerce and the Mid-American Industrial Park. We highly encourage our prospective intern students to solicit their internships on their own. This allows our local businesses to meet the prospective intern before committing to the program.
- Seniors that are interested and as their schedule allows, will have a 2 hour block in their schedule to allow them to go to a local business. We will have 3 different opportunities for students to enroll:
  - **Session 1: 8:10am-10:10am** (allowing 20 minutes for travel, next class begins 10:30am)
    - Students have the opportunity for 5 class periods.
    - Students can participate in athletics.
    - Students can participate in an afternoon Northeast Tech program.
  - **Session 2: 10:30am -12:30pm** (allowing travel time to the site during Tiger Time and travel time for return 20 minutes, next class begins at 12:50pm).
    - Students have the opportunity for 5 class periods.
    - Students can participate in athletics and band.
  - **Session 3: 12:45pm-2:45pm** (allowing 25 minutes for travel time to site after 4th period)
    - Students have the opportunity for 4 class periods.
    - Students can participate in band.
    - Students can participate in a morning Northeast Tech program.
- Students will receive a grade and elective credit for their time as an Intern. Grades will be calculated into the final grade point average for students.
- Students will have academic work to complete and submit during their time as an Intern. They will also receive Performance Reviews by the business supervisor during the Internship. These reviews will have a point value rubric and will be included in the student's grade.
- **There is no pay for this Internship.** It is an educational opportunity to give a brief taste of different jobs and work settings.
- All students will be required to complete a Senior Career Internship Orientation. The orientation includes curriculum created by Junior Achievement. Students will learn soft skills, the importance of attendance and arriving early for work, confidentiality and the grading requirements for this program.
- By completing the Junior Achievement curriculum in orientation our students will be covered through the Junior Achievement insurance Policy (please see pages 12-30 for the policy and page 31 for the Certificate of Liability).



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### SENIOR CAREER INTERNSHIP OVERVIEW

- They will typically be off campus (and must provide their own transportation) for 8-9 week periods, at the same time each day, other than when required school activities are scheduled. We will work to provide each student with a minimum of two sessions in areas of interest. By offering this class as a one or two semester option it allows us some flexibility in scheduling. See class options below.
  - **One semester class:**
    - Provide soft skills training for students
    - 2 – 9 week Career Internship opportunities
    - 1 – 18 week Career Internship opportunity
    - End of program project
  - **Two semester class:**
    - Provide soft skills training for students
    - 4 – 9 week Career Internship opportunities
    - 1 – 18 week Career Internship / 2 – 8 week Career Internship opportunities
    - 2 – 18 week Career Internship opportunities
    - 1 – 36 week Career Internship opportunity
    - End of program project
- We will not be able to accommodate all seniors. Some may have an area of interest that we have no corresponding business available for an Internship. Some will have scheduling conflicts. Some seniors may not be interested in this program. Every effort will be made to match our students who want to participate with local businesses. For students wanting to participate in this program, it will be beneficial for them to solicit their internship on their own.



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### CLASS INFORMATION

You have enrolled in the one semester class *Senior Career Internship*. This class utilizes classroom instruction and on-site intern experience. Upon completion of this course you have a better understanding of employment soft skills and specific career options.

Traditional letter-grades will be assigned for this class. They are based on:

1. Work attendance and performance reviews
2. Classroom performance during instructional time
3. Weekly journals and a final project.

#### Attendance/Participation

It is extremely important that you consistently attend the work site to which you are assigned. Not only is your learning and experience affected, but the job site has committed to mentor you – and they are depending on you! You are responsible for calling your work site supervisor and informing them of your absence. The work site will maintain attendance records reported to the high school registrar. They will indicate each day if you are present/absent, tardy, or leave early. Attendance is worth 200 points each semester. When you miss, you cannot participate and points will be deducted from your participation points. The only exception is a school activity – those approved by the office will not be counted against you. Extra credit may be available to replace those points, dependent upon school approval. YOU are responsible for getting to your work site – no excuses! Lack of transportation IS NOT an excuse for absence in your assigned internship. If any special circumstances exist, please talk to me individually.

#### Classroom performance

The first few days of this course will be in a classroom on the Pryor campus. During that time, you will have a few assignments. Once you are working at a site, you will have a weekly journal to maintain and turn-in for grades. Failure to complete this journal will result in you receiving a failing grade in the course. An end-of-the-year project will also be required, reflecting on your semester. There will be 6 journal entries worth 25 points each. Total points for journal entries will be worth 150 points.

#### Performance reviews

During this course, you will be observed while working at a specified job site and evaluated according to your performance. You will be given feedback on all observations through a Performance Review, approximately every three to four weeks. You should act professionally and as an eager-to-learn employee at all times. You should interact with co-workers and your supervisor in a mature manner, always treating others with dignity and respect. You should follow the work instructions given to you by your mentor. Your time on site is intended to provide you with a learning experience and the employer with additional staff. It is not a time for you to study, read/write notes, socially visit with others, etc. Each Performance Review is worth 50 points.

#### Final project

A final project is a reflection project, worth 100 points. It will be submitted through Pryor Public Schools Naviance Family Connection website. Specifics of what are included in the project will be given to each student the first week of school.

Get ready! You are entering a very unusual high school class that will give you many ideas for the future!!!





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### STUDENT INFORMATION QUESTIONNAIRE

*Complete this form ONLY if you want to participate in a Senior Career Internship.*

Name \_\_\_\_\_ When will you be 18? \_\_\_\_\_

Cell phone \_\_\_\_\_ Do you have your own transportation? Yes \_\_\_ No \_\_\_

Will you be attending NTC? If so, when? Morning \_\_\_ Afternoon \_\_\_ Program \_\_\_\_\_

Will you be in any activities that require you to be there before or after school, such as band, athletics, academic team, etc.? If so, LIST ALL \_\_\_\_\_

Will you be enrolled in RSU concurrent classes? Yes \_\_\_ No \_\_\_ How many hours? \_\_\_\_\_ Enrolled yet? \_\_\_\_\_

Are you requesting to be in an Internship for: Single semester \_\_\_ Two semesters \_\_\_

The following are a few careers opportunities that we have identified in our local area:

- |                                    |                        |                                   |
|------------------------------------|------------------------|-----------------------------------|
| Pharmacy                           | Public Relations       | Dentist / Orthodontist            |
| Education / Teaching / Speech Path | Information Technology | Law Enforcement / Fire Department |
| Veterinarian                       | Optometrist            | Business office / Mgr / Owner     |
| Art / Graphic Arts                 | Machine shop           | Law office / Attorney             |
| Physical therapy                   | Engineering            | Electrician                       |
| Radiology / Ultra sound tech       | Mortician              | Psychology / Counseling           |
| Plumbing                           | Pilot                  | HVAC                              |
| Fine Arts                          | Accounting             | Journalism                        |
| Construction                       | Agriculture            | Culinary arts / Nutritionist      |
| Welding                            | Auto mechanic          | Medical-Nursing / Doctor          |
| Hospitality / Tourism              | Manufacturing          | Occupational Therapy              |
| Environmental / Quality Control    | Human Resources        | Marketing / Sales                 |

Please list in order of importance four careers of interest to you. **You may list others that may not be on this list.**

1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_

**Completing this form means that you are interested in participating in an internship, typically off campus, for career information and work experience.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature (required if under 18)

\_\_\_\_\_  
Date

-----  
*School Info Only*

Credits: \_\_\_\_\_ Classes Needed: \_\_\_\_\_

Date/Initial \_\_\_\_\_ OK for Intern: No \_\_\_ 1 sem \_\_\_ 2 sem \_\_\_



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### STUDENT PLACEMENT NOTIFICATION

Employer \_\_\_\_\_ Dates of Internship \_\_\_\_\_

Contact \_\_\_\_\_ Contact email \_\_\_\_\_

Student \_\_\_\_\_ Time \_\_\_\_\_ Interest \_\_\_\_\_

I am so appreciative of your support of our new Senior Career Internship! One of the difficult things in a high school is to offer truly relevant, career experiences for our soon-to-be graduates. You are helping us fill that gap!

- These students are seniors who are planning or considering a career in an area aligned to your business. ***Do remember that they are students***, not experienced workers with a knowledge-base in your field. They need to be taught. Please work with them in their area of interest.
- They began the semester by spending a few days with our staff and local business people trained through Junior Achievement, going over soft skills and guidelines for this program. If you have ideas or topics for us to review with students, please let me know.
- You should feel free to have students and/or parents to complete any paperwork from your site that is necessary, in addition to what we've done
- We intensively covered confidentiality, including the student and their parents signing a statement that they understand confidentiality and the impact of sharing any information they gain from being on your premises.
- Students will come to your sites during the time listed for each student, for about seven–eight weeks, same time each day, unless there is a school activity here that interferes. Please visit with your Intern to work out their specific time. I will be glad to meet with the Intern or both of you to set that up.
- You should expect the student to be on site every assigned day. There are times that school events may require our students to miss their Intern time. The student will inform you of those days. You do not have to worry about keeping that straight. You keep attendance on the enclosed form and return it to us. We will review each absence to determine the student's status.
- Your staff simply mentor them, keep track of attendance, and do a simple 10 question Performance Review.
- This is a non-paid Internship. You may also choose to pay them for time they agree to work beyond school hours, which are 8:10am-3:20pm. At the end of the session, you may choose to provide the intern with a small gift or honorarium. That is completely at the site's discretion, but not expected.
- I would hope the students would spend the majority of their time learning the intricacies of your business in some capacity. The more they are hands-on, the more meaningful this experience will be. These young people will be out in the real world in just a few months
- If you or your staff have ANY problem with our students, first speak to them, as if they were your employee. Be clear in expectations and correct them. If you need a school employee to visit with you and the student, let me know – we will schedule that. If you feel you cannot maintain the placement of a student, contact David Day at the numbers/email above. Students are VERY aware that if we have to pull them from a site, they will go into In-House Placement on our campus and receive a zero for any work incomplete

We want this to be a positive experience for you and a learning experience for our students! We will make this as convenient for you as possible! Please let me know if there is anything I can do to assist you. We have so many great students in our district! Thank you for taking them "under your wing" and helping them see career options! Call/text/email me anytime!!

Sincerely,

*David Day*

College & Career Coordinator





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### PARENT LETTER

Dear Parent/Guardian:

I am writing to provide you with some information regarding our Senior Career Internship Program.

In speaking with many of our seniors, we have discovered that many of them are unsure of their future career plans after graduation. Because of this, we have begun a new program to provide some of our seniors with an Internship, working in an area of interest during the school day. We met with seniors in the spring to discuss the possibility of this opportunity and to discover what their interests were. Based upon these meetings we have structured a program as follows:

- Seniors who are interested and as schedules allow, will have a 2 hour block in their schedule to allow them to go to a work place. This will begin at either 8:10am, 10:30am or 12:45pm.
- Students will receive a grade and elective credit for their time as an Intern. Grades will be calculated into the final grade point average for students.
- They will typically be off campus (**and must provide their own transportation**) for 8-9 weeks, at the same time each day, other than when required school activities are scheduled. We will work to provide each student with two sessions in areas of interest.
- Students will have academic work to do and turn-in during their time as an Intern. They will be responsible for creating a professional resume. They will also receive Performance Reviews by the business supervisor during their Internship. These Reviews will have a point value and be included in the student's grade. (students have been given the grading criteria for this class)
- There is no pay for this Internship. It is an educational opportunity to give students a brief taste of different jobs and work settings.

You are receiving this Parental Release (on the back) because your child is enrolled in the Senior Career Internship Program.

Also, know that I still need many sites to place our students! If you know of employers who would participate in providing a site for our students to learn about a career option, please ask them to email me. If you have questions, please email me. We will continue to seek ways to provide the very best for our students!

Sincerely,

*David Day*

College & Career Coordinator



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### PARENTAL RELEASE

I, the parent/guardian of \_\_\_\_\_, give consent for him/her to enroll in the one-semester class *Senior Career Internship* at Pryor High School. This class is calculated into each student’s grade point average, as elective credit for a letter grade. I understand that this class, an unpaid internship, will consist of classroom attendance and assignments as well as attendance as an Intern at a specific job site or sites. These sites will primarily be off campus and independent of the school district. This does not in any way alter the district policies related to truancy and attendance and breaking these policies will result in disciplinary action. Additionally, I understand that my student will be in contact with various employees and job tasks at these sites. High school students have been taught about and will be expected to maintain strict confidentiality, as to any information they learn about the employers, their employees and their business. Failure to maintain confidentiality may result in academic and legal issues for the student. Transportation is the responsibility of the student and lack of transportation does not constitute an excused absence. The student maintains responsibility for other academic classes, whether at Pryor, concurrent enrollment or at NTC, including being on time for those classes. Any materials or supplies required by the Intern site is the responsibility and property of the student. Should a student be asked to leave a work site, they will be placed in In-School Detention for the remainder of that session and all incomplete work will be calculated as a zero in the student’s final grade in this course.

By signing below, you give authorization to Pryor Public Schools to take pictures/video or interviews to be used in the classroom, appear in news releases, in training presentations, on the internet and other publications approved by the school district.

Should questions arise, I, the parent/guardian will contact Mr. David Day, Pryor Public Schools (918) 825-2340, [dayd@pryorschools.org](mailto:dayd@pryorschools.org).

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent’s Signature

\_\_\_\_\_  
Date



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### CONFIDENTIALITY AGREEMENT

I. **Purpose:** The purpose of this Confidentiality Agreement is to protect the identity and privacy of our clients. Staff and interns at \_\_\_\_\_ may encounter personal and sensitive information about clients. Therefore, it is very important to refrain from disclosing any information to third parties about our clients to avoid causing them harm.

II. **Confidential Information:** Confidential client information should never be discussed in the presence of third parties, except under the Terms outlined below. Any files and/or documents containing confidential information should never be shared or released to third parties, except under the Terms outlined below. Confidential information includes, but is not limited, the following:

1. Identifying information about the client, including name, address or phone number;
2. Information relating to the client's family;
3. Information about the client's case;
4. Any other information that would identify the client or potentially place the client and/or family members at risk.

III. **Terms:** By signing this Confidentiality Agreement, you agree to the highest ethical standards and to abide by the following provisions:

1. All communications between the cooperating business staff, interns, and clients are confidential.
2. The staff or intern shall not disclose confidential information to a third party without the client's express consent to release such information.
3. The staff or intern shall not disclose confidential information to a third party without the cooperating business' knowledge and consent.
4. I understand that as an intern or volunteer, I have a duty to keep client information confidential throughout my term as a staff member or intern as well as after my employment or volunteer status ends.
5. I understand that my failure to abide by the terms of this Confidentiality Agreement may result in the termination of my participation as a staff or intern at the cooperating business.

I, \_\_\_\_\_ (print name), have read the above Confidentiality Agreement and understand its terms and my responsibilities as an intern.

\_\_\_\_\_  
Signature of Staff or Intern

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date



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### GRADING POLICY

The grading policy for the Senior Career Internship Program will be as followed:

GRADING POLICY	9 WEEK PROGRAM	18 WEEK PROGRAM	36 WEEK PROGRAM
ATTENDANCE	200 points	400 points	800 points (400 per semester)
JOURNAL ENTRIES	150 points	300 points	600 points (300 per semester)
STUDENT PERFORMANCE REVIEW	50 points	100 points	200 points (done twice by employer)
FINAL PROJECT	200 points	400 points	400 points (done at the end of the 1st semester)
PRESENTATION			400 points (done at the end of the 2nd semester)
TOTAL POINTS	600 points	1200 points	2400 points

#### ATTENDANCE DEDUCTIONS

No Show / No Call	10%	deduction
No Show / With Call	8%	deduction
Tardy / No Call	6%	deduction
Tardy / With Call	4%	deduction

After an intern has had 3 attendance reductions it is recommended that the employer inform the school of the issues and the student and a school staff member will have a face-to-face meeting to discuss the issues at hand.



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### JOURNAL ENTRIES

You are now participating in *Senior Career Internship*. A big part of your grade in this one semester class is journal entries, to be completed during your internship. Each journal entry should be completed within our Google Classroom Site. There will be 6 journal entries for each nine week period. Journal entries will be assigned about every 1 or 2 weeks. Grades will be based on the thoroughness of each response to the specific topic. Be certain to address each question asked in each journal entry. The total point value for your Journal Entries is 150 points.

**ALL JOURNAL ENTRIES ARE TO BE A PARAGRAPH, AT LEAST FIVE (5) FULL SENTENCES.** Below are some examples of journal entries, this may change based on your placement as an intern.

#### **Journal Entry #1**

Tell about your first week as an Intern. Be specific about your initial experience. What made it easy? What was difficult?

#### **Journal Entry #2**

Tell about the company where you are an intern. What is their business? What do they produce or do? Who are their consumers? How many employees are on-site? How long have they been in business? Do they have sites other than where you are working? What else can you tell about them?

#### **Journal Entry #3**

Interview the front office person at your site. Who is that? Ask them what their job is, how they manage the different tasks, the most difficult part of their job, where did they learn the skills necessary for

#### **Journal Entry #4**

Tell about something new that you have learned – a specific skill in your area, a social skill, something you didn't know before this internship.

#### **Journal Entry #5**

Describe the different technology and how it is used at your company. If this includes social media, describe that. Be very specific.

#### **Journal Entry #6**

Interview your supervisor. What training or education did they have before taking their current position? How long have they been with this company? What previous experience did they have in the same area? When hiring for this company, what do they look for in a resume or application? What advice would they give you, should you choose to go into this field after graduation?



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### FINAL PROJECT

This final project is intended to demonstrate what you have learned throughout this semester. It is worth 100 points of your final grade and the due date will be posted within the Google Classroom site. Please follow the guidelines below when completing this project. For students doing a 36 week internship, a presentation must be completed at the end of the second semester.

1. **REFERENCES (resume):** Add two employers to your resume that you could use as a reference. Include their name, name and address of the business, position, email and a phone number.
2. **WORK EXPERIENCE (resume):** Add your work experience to your resume. For "Position Title" put Senior Career Internship. Add organization, location, start date, end date, average hours per week, grade participated, and a brief description.
3. **TASKS (journal):** In detail explain 8 tasks that you did while at these sites. Include at least 2 pictures of you performing two of these 8 tasks.  
*(Label this file as TASKS YOUR NAME)*
4. **SKILLS (journal):** At the beginning of the class we discussed soft skills. In detail tell about three soft skills that you used or learned while an Intern. Then think of five other skills you learned, whether work skills, social skills, coping skills, whatever.  
*(Label this file as SKILLS YOUR NAME)*
5. **PROS/CONS (journal):** List three positive aspects about each of the sites, and explain why you chose them. Then, list three negative aspects about each of the sites, and explain why you chose them. You should have 6 items per site.  
*(Label this file as PROSCONS YOUR NAME)*
6. **HIGH SCHOOL (journal):** List two high school classes that were helpful for you in these internships and explain why. Then list two classes that you wish you had taken in high school, and explain why. You are about to graduate! Lastly, what would you do differently in high school?  
*(Label this file as HIGH SCHOOL YOUR NAME)*
7. **FIT (journal):** A good "fit" is important at a work site. In detail explain what made you think you were a good fit or not a good fit at these companies? *(Label this file as FIT – YOUR NAME)*
8. **FUTURE (journal):** Explain how this Internship Program has changed your outlook on your future career and/or academic plans?  
*(Label this file as FUTURE YOUR NAME)*
9. **PICTURE (journal):** Have someone take a picture of you at the business sign of the site where you did your internship. Upload the picture(s) in your journal.  
*(Label this file as PICTURES YOUR NAME)*
10. **STUDENT SITE ASSESSMENT (journal):** Complete the Student Site Assessment and upload the document to your journal.  
*(Label this file as SSA YOUR NAME)*





# PRYOR PUBLIC SCHOOLS

## SENIOR CAREER INTERNSHIP PROGRAM

David Day, College & Career Coordinator  
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P.O. Box 548  
Pryor, OK 74362

(918) 825-2340 (school)  
(405) 328-1194 (cell)

### STUDENT PERFORMANCE REVIEW

Intern's Name \_\_\_\_\_ Date \_\_\_\_\_

Business \_\_\_\_\_ Supervisor \_\_\_\_\_

Based on your observations, rank this Intern in the following areas:

5=Excellent    4=Above Average    3=Average    2=Below Average    1=Poor    0=Negligent

	5	4	3	2	1	0
1. <b>Promptness</b> – on time, ready to work	—	—	—	—	—	—
2. <b>Responsibility</b> – maturity, appropriate dress, trustworthy discretion	—	—	—	—	—	—
3. <b>Communication</b> – listens and speaks clearly and appropriately	—	—	—	—	—	—
4. <b>Interaction</b> – treats others with respect, confidential	—	—	—	—	—	—
5. <b>Initiation</b> – intuitively grasps tasks and begins promptly, genuinely eager to learn	—	—	—	—	—	—
6. <b>Cooperation</b> – works well with others, team player	—	—	—	—	—	—
7. <b>Independence</b> – follows instruction, with minimal assistance	—	—	—	—	—	—
8. <b>Accepts constructive criticism</b> – adjusts as needed	—	—	—	—	—	—
9. <b>Productive</b> – completes tasks, organized, meets job objectives	—	—	—	—	—	—
10. <b>General attitude</b> – pleasant addition to the business	—	—	—	—	—	—

Total number of points (maximum 50) \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Student Intern's Signature



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### EMPLOYER PROGRAM ASSESSMENT

Business/Site: \_\_\_\_\_ Date: \_\_\_\_\_

Assessment completed by: \_\_\_\_\_

This is new to us! We have tried to provide preparation for the student and support both the business and the student in recent weeks. Thinking of the over-all program, not any specific student, please provide us with information that will help us as we work to improve our program, understanding that we must structure for high school students, around their required school schedule, and serve as an opportunity to learn vocational/career skills. But we want it to be meaningful for you!

Based on your observations, rank the Internship Program in the following areas:

5=Strongly Agree    4=Agree    3=Neutral    2=Disagree    1=Strongly Disagree

	5	4	3	2	1
<b>Work site</b> – I feel our site has vocational opportunities for Interns	—	—	—	—	—
<b>Supervision</b> – Our staff is willing to provide needed instruction to Interns	—	—	—	—	—
<b>Communication</b> – I knew how to communicate with the school, if needed	—	—	—	—	—
<b>Growth opportunity</b> – We feel comfortable providing students with feedback on their strengths and areas of need	—	—	—	—	—
<b>Mentorship</b> – The Internship program is helpful in providing my business with a youth mentorship opportunity	—	—	—	—	—
<b>General impression</b> – This Internship has value for our local workforce	—	—	—	—	—

List any vocational skills needed or suggestions to improve the Senior Career Internship Program:  
\_\_\_\_\_  
\_\_\_\_\_

Any additional comments:  
\_\_\_\_\_  
\_\_\_\_\_

*Thank you so much for your involvement in the Senior Career Internship Program!!!*



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### STUDENT SITE ASSESSMENT

Intern's Name \_\_\_\_\_ Date \_\_\_\_\_

Business/Site \_\_\_\_\_ Supervisor \_\_\_\_\_

Area(s) of Career Interest \_\_\_\_\_

Based on your experience, rank the Internship Site in the following areas:

5=Strongly Agree    4=Agree    3=Neutral    2=Disagree    1=Strongly Disagree

	5	4	3	2	1
<b>Work site</b> – I knew where to park, check-in, report, etc.	—	—	—	—	—
<b>Supervision</b> – I knew who I to go to when I had questions	—	—	—	—	—
<b>Communication</b> – I felt I could talk to the employer about this field	—	—	—	—	—
<b>Interaction</b> – Others at the site were appropriately interactive with me	—	—	—	—	—
<b>Growth opportunity</b> – The employer talked to me about what I did well and the things I needed to do to improve	—	—	—	—	—
<b>Mentorship</b> – The employer gave me advice on how to improve in the job/field	—	—	—	—	—
<b>Independence</b> – I feel I was encouraged to learn and work independently at this site	—	—	—	—	—
<b>General impression</b> – This Internship site helped me to know what I want <u>or</u> don't want to do as a career	—	—	—	—	—

Two things that made this a good Internship site are:

1. \_\_\_\_\_
2. \_\_\_\_\_

Two things that would have improved my experience at this site are:

1. \_\_\_\_\_
2. \_\_\_\_\_



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### PAGE #

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  - CARRIERS
  - PREMIUM
  - CERTIFICATES OF INSURANCE
- 17) PROGRAM INSURANCE COVERAGE
- 18) OVERNIGHT STAYS
- 19) GENERAL AND UMBRELLA LIABILITY
- 20) ADDITIONAL COVERAGE FEATURES
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- 21) DIRECTORS AND OFFICERS INSURANCE
- 22) HIRED/NON-OWNED EXCESS AUTOMOBILE LIABILITY
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- 23) CRIME
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- 24) MEDIA
- 25) JUNIOR ACHIEVEMENT ACCIDENT INSURANCE
  - EXAMPLES
- 27) CLAIM AND INCIDENT REPORTING
  - EXAMPLES
- 28) CERTIFICATE OF LIABILITY INSURANCE



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### Junior Achievement USA® PROGRAM INSURANCE

#### 2018-2019 PREMIUMS AND INFORMATION

##### Carriers

Junior Achievement Program Insurance for 2018-2019 is provided by Chubb Group, Philadelphia Insurance Companies, National Fire and Marine Insurance Company, and AIG.

##### Premium

The annual premium is **\$0.29 per student**, based on participating Areas' 2018-2019 total student count. The JA Finance group will invoice JA Areas for program insurance premiums on a quarterly basis. For budget purposes, calculate the quarterly premium by multiplying the 2018-2019 final student count by \$0.29, then divide by four.

##### Certificates of Insurance

In late June or early July, Junior Achievement's insurance consultant, USI Insurance Services USA, will issue new Certificates of Insurance to each participating Area.

**The Certificate of Insurance provided by USI Insurance Services USA, Inc. is a valuable document. Please keep it in a safe but convenient place.** If a request is received to provide proof of insurance, in 90 percent of such instances, that certificate will satisfy the requesting party's need. If a certificate is needed which names a landlord, school or other party as "additional insured," please submit to USI Insurance Services USA, Inc. a Special Activity Report, or a letter, outlining the insurance information requested by the requesting party.

***NOTE: The examples shown in the pages that follow are illustrations of the types of events that could be covered. They are not all-inclusive. The appropriate insurance carrier will investigate each incident before payment on any claim is made.***



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### PROGRAM INSURANCE COVERAGE

The insurance coverage outlined in this document covers all approved Junior Achievement programs. **Operation of power tools within any JA Program, by students or adults, voids coverage** of any injury or liability, which may accrue as a result of an accident involving power tools.

Covered "Special Events" include student or adult training conferences and meetings, JA Trade Fairs, JA class field trips, Junior Achievement-organized recognition and fund raising events such as local Business Hall of Fame events, Bowl-A-Thons and Golf Tournaments, and regional and national conferences. (NOTE: the insurance carrier uses these events when they calculate the premiums and coverage levels.) When such mainstream events are planned, generally it is not necessary to file a "Special Activity Report" (SAR). If "proof of insurance" is requested, such as by a landlord, banquet facility, hotel, bowling lanes, etc., the previously referenced Certificate of Insurance will generally satisfy the request. However, if a collaborating third party, such as a school, landlord, banquet hall, etc., requests a Certificate of Insurance naming them as "Additional Co-insured," please submit their written request noting desired limits of coverage, together with a SAR, to USI Insurance Services USA, Inc. and Junior Achievement USA. USI Insurance Services USA, Inc. issues such certificates at no charge to the requesting JA Area provided the requested limits of coverage are within the coverage limits in effect.

**If higher coverage limits are requested or an event not listed above is planned, contact USI Insurance Services USA, Inc. who will advise you on the availability of coverage and any additional premium.**

Whenever a special event other than those listed above is contemplated, please report it to USI Insurance Services USA, Inc. and Junior Achievement USA using a SAR form. The event or activity will be researched to assure it falls within the risks reasonably assumed under JA's policies. Please report such events at least five weeks prior to the scheduled event to assure the carrier has adequate time to review the risks and determine if the event is covered under JA's Program Insurance. If additional coverage is required, USI Insurance Services USA, Inc. will notify the JA Area. If USI Insurance Services USA, Inc. can secure the additional coverage, the JA Area will be so notified, including a premium quotation. The JA Area may elect to secure quotes and coverage from a local insurance agent. However, if coverage is secured locally, it is requested that a certificate naming Junior Achievement USA as additional co-insured for the event be obtained and provided as proof of coverage.

**Events considered dangerous and high risk are not covered, e.g., "Over the Edge" rappelling, hot air balloon rides, airplane or helicopter rides, mini-car racing, white-water rafting trips, basketball and other sport competitions, candle making, clothing manufacture, food and cosmetic manufacturing/preparation of any type, etc.**





# PRYOR PUBLIC SCHOOLS

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JA's **Program Insurance** is comprised of five basic coverages:

- 1) General and Umbrella Liability
- 2) JA Participant Accident Insurance (*formerly Achiever/Advisor Accident Insurance*)
- 3) Hired/Non-Owned Automobile Liability Insurance
- 4) Directors & Officers Liability
- 5) Crime

### Overnight Stays

Coverage for events involving an overnight stay by students is provided under our Program Insurance; however a Special Activity Report (SAR) or Camp's form must be completed and received by Junior Achievement USA and USI Insurance Services, Inc. prior the event. Failure to complete the SAR may result in coverage being denied in the event a claim is filed. Overnight stays involving "host families", i.e., where students stay with a local family, must be approved **PRIOR** to the arrival of students—there are more stringent requirements that must be met by the host family.



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### GENERAL AND UMBRELLA LIABILITY

Provided by Chubb, a Federal Insurance Company and National Fire & Marine Insurance Company. This coverage provides Junior Achievement USA and participating JA Areas protection when negligence is alleged or proven to be the cause of an accident or mishap. Up to the limits of coverage, it pays the amount JA is legally required to pay for damages for personal injury, property damage and bodily injury. Employees, volunteers and students (*while participating in a sanctioned Junior Achievement class or event*) are protected persons under this policy. This coverage also includes product liability, host liquor liability, personal injury liability, and sexual abuse liability. The financial limits of this coverage are:

#### GENERAL:

Each Occurrence:	\$1,000,000
Personal Injury & Advertising Injury:	\$1,000,000
Fire Damage:	\$1,000,000
Sexual Abuse:	\$1,000,000
Medical Expense:	\$ 10,000

#### UMBRELLA:

Each occurrence	\$15,000,000
-----------------	--------------

**General Liability – The Basics:** Insurance professionals speak of hazards as something that creates or increases the probability of loss. The most common hazards covered by General Liability policies are the premises, products/completed operations, and other hazards.

- Premises: Ownership or occupancy of property creates a hazard because a certain standard of care is required. For example, waxing the floor to excess, causing a visitor to fall, would be a hazard covered by the General Liability policy of the occupant or owner.
- Products/Completed Operations: This hazard arises out of manufacturing or selling an item, and the exposure created after the product is completed and in the hands of the public. For example, a defect in a completed home which causes bodily injury and/or property damage is a hazard covered by the General Liability policy of the person or company who built the home.
- Other Hazards: Personal injury is the primary remaining hazard. Claims for personal injury are not always for physical injury to the person. Personal injury can also apply to libel or slander.



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### GENERAL AND UMBRELLA LIABILITY *(continued)*

#### ADDITIONAL COVERAGE FEATURES

- Fire, lightning, and explosion legal liability included.
  - Coverage for damage to premises rented or loaned
  - Limit of \$1,000,000
- Medical payments – Injuries to guests/visitors on premises *(not students)*
  - Limit of \$10,000
- Additional insured as required by contract, agreement or permit
  - With no reporting requirement or additional premium charge
- Includes all satellite operations *(requires issuance of Satellite ID #)*
- Liability by written contract for personal injury and advertising injury
- Discrimination and humiliation other than employment-related suits
- Volunteer workers as additional insured unless they provide professional services
- Property damage to borrowed equipment not being used to perform operations at the job site
- Mental anguish resulting from bodily injury, sickness or disease

#### EXAMPLES:

- At the bowling center at which the JA Bowl-A-Thon was held, some equipment is accidentally damaged by a JA staff person. Damages are \$4,000.
  - *Depending on the situation, JA's insurance would most likely pay the damages; however, there is an exclusion for property damage to personal property in JA's care, custody and control.*
- A golf cart driven by the Area Board Chair during the annual Golf Tournament runs into a fence damaging both the fence and the golf cart.
  - *Damage to the fence will be paid without question. Payment for damage to the golf cart would depend on the situation, taking into account the exclusion for property damage to personal property in JA's care, custody and control.*
- The JA Program Manager, accompanying a JA High School Programs class on a hot air balloon outing in recognition of a class achievement, accidentally damages some balloon equipment. Damages total \$5,000.
  - *JA's insurance **WILL NOT** pay for the damage. This is considered a dangerous and high risk event. Coverage would have been denied if a Special Activity Report (SAR) had been submitted.*



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### EXAMPLES (continued):

- A student in a JA class accidentally damages a desk during a production activity. Damage to the desk is \$350.
  - *JA's insurance will pay.*
- A JA student, driving his parents' car while out selling his JA Company product, accidentally drives over a lawn, damaging the lawn, some shrubbery and trees. Damages to the lawn total \$1,000; damages to car total \$2,000.
  - *JA's insurance **WILL NOT** pay. Activities of this type are not covered. A claim for all damages should be filed with the family's automobile insurance carrier.*

### DIRECTORS AND OFFICERS INSURANCE

Provided by Philadelphia Insurance, a Tokio Marine Specialty Insurance Company.

**Background:** Common and statutory laws have established the standards of behavior that protects society and maintains order. These laws also create **legal liability** exposures. General Liability policies respond to liability situations by defending and, if needed, paying for certain types of claims (*such as bodily injury, personal injury or property damage*), some of which may involve directors and officers. However, some types of claims are excluded from General Liability policies; therefore, additional insurance is needed to adequately protect Directors and Officers (D&O) when such claims arise.

D&O coverage primarily protects against claims brought by third parties against corporate officers, board members, employees, contract sub-contractors and volunteers for alleged negligence, errors or omissions in carrying out their responsibilities. For example, employment-related claims, including claims for wrongful discharge, discrimination and defamation, represent one of the fastest growing areas of director and officer liability.

**Limits of Coverage:** JA's Program Insurance includes D&O coverage. Unless a JA Area has requested and paid for an increased coverage limit, the limits are:

Payment of Judgments/Settlements/Defense	\$1,000,000
Deductibles	\$1,000 - D&O \$5,000 - Employment Practices (California \$10,000)



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### HIRED/NON-OWNED EXCESS AUTOMOBILE LIABILITY

Coverage underwritten by Chubb, a Federal Insurance Company. This policy protects Junior Achievement (not individual employees, volunteers, etc.) against liability claims involving covered autos (hired or not owned by Junior Achievement) driven by protected persons (employees and volunteers acting on behalf of Junior Achievement).

If a covered automobile is involved in an at-fault accident, the **owner's** liability insurance is primary and this coverage is secondary, meaning the owner's insurance first pays all claims up to the limits of the owner's coverage; once that limit is reached, JA's insurance covers all claims and damages in "excess" of the primary coverage. In cases where there is no insurance and Junior Achievement USA is brought into the loss, this coverage will defend and protect Junior Achievement. This coverage will not pay judgments levied against the driver(s) of the non-owned or hired vehicle.

The limits are:

Liability Coverage:           **\$ 1,000,000** Combined Single Limit

Excess Liability:               **\$10,000,000** Combined Single Limit

**THIS POLICY DOES NOT COVER STUDENTS.** It does not provide liability coverage when they drive to and from a JA sponsored activity or event, including while selling their products.

**Important:** Junior Achievement USA, USI Insurance Services, and Chubb recommend that all adult JA volunteers carry a minimum of \$500,000 liability coverage on their personal vehicles. It is the responsibility of each participating JA Area to determine the limits of coverage recommended to be carried by its adult volunteers, and to monitor compliance.

### **EXAMPLES:**

- The JA Area President (staff), driving on business, has an accident in which a passenger in his car suffers an arm injury.
  - *The JA Area President's personal automobile liability will provide coverage, or perhaps Worker's Compensation. **JA's insurance does not cover.***
- Volunteer on JA business has accident. Damage to car is \$15,000 and damage to property is \$5,000. JA Volunteer has auto insurance with \$100,000/\$300,000 limits.
  - ***Junior Achievement has no liability for the Volunteer's automobile.** The Volunteer's personal automobile liability is the primary insurance—JA's insurance comes into play **only** if the volunteer's insurance is not sufficient to pay the damages **and** JA is legally required to pay the difference.*
- A JA Student, while out selling JA Company products, hits another car causing \$500 in damages to other car and \$1,000 to his car.
  - *JA's insurance **WILL NOT** pay. Students are not covered.*



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### CRIME

Provided by Chubb, a Federal Insurance Company. This coverage protects Junior Achievement USA and participating Areas in the event of **employee dishonesty**. Employee dishonesty is a criminal act committed by an employee acting alone or in collusion with others. Although employee dishonesty usually involves the taking of cash, it may also be the taking of property such as equipment, or even allowing unauthorized discounts on merchandise sold to friends. This coverage applies only to the actual loss and not to lost income or consequential losses.

The limit of JA's coverage is \$1,000,000 with a \$10,000 deductible.

Junior Achievement USA and each participating Area must satisfy two requirements (both are JA Policy) for this coverage to remain in effect: (1) All checks must be signed by two authorized signers (Policy 3.5), and (2) An annual audit, conducted by an independent accounting firm, must be completed and a copy of the audit report provided to Junior Achievement USA (Policy 3.2 #F).

**Claims:** Initial notification of a loss should be made to Junior Achievement USA (Risk Management) within 24 hours of discovery. Additional reports should be made as soon as possible after an investigation/audit determines the exact amount of the loss. Further reports should be made after the authorities have completed their investigation and upon conclusion of any criminal proceedings which authorities may initiate.

### EXAMPLES:

- An employee submits bogus invoices for payment to a third party. Payments are made for \$50,000 before the authenticity of the invoices is questioned. An investigation and audit reveals the false invoices. A subsequent investigation by the District Attorney shows collusion between the employee and the third party.
  - JA's Crime insurance would cover this loss (less deductible).
- The bookkeeper writes two checks every time an invoice over \$1,000 is submitted. The second check contains two signatures, but an investigation and audit reveals that the second authorized signer did not actually sign the checks; the bookkeeper has apparently forged the signature. Further investigation by the District Attorney shows the bookkeeper deposited the checks to a private account. The total loss is \$25,000.
  - JA's Crime insurance would cover this loss (less deductible).
- After a fund raising event, the proceeds (cash and checks) are returned to the JA Area office and placed in an employee's desk until they can be deposited. The next morning the money is missing. An investigation and audit cannot determine if the employee is involved.
  - JA's Crime insurance **WILL NOT** pay. There is no proof of employee dishonesty.





# PRYOR PUBLIC SCHOOLS

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### MEDIA

**Media policy:**

**Covered Media:** the publications, programs, broadcast or cable stations or other communications (only for content created by JA USA).

**Covered Internet Activities:** display or other use of Matter, including advertising, on an Internet Site.

Coverage is in force for the content that is created by JA USA (for example, the marketing content on the JA Portal) is covered.

**Important:** If a chapter modifies the content, the new content is not covered unless USI Insurance is notified and the carrier agrees to add the site. We cannot add sites that are closed/not functioning or not under the control of JA USA.

The limit of JA's coverage is \$1,000,000 with a \$25,000 deductible.



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### JA PARTICIPANT ACCIDENT INSURANCE (Formerly: Achiever/Advisor Accident Insurance)

Coverage is provided by Chubb Insurance Company of New Jersey, Federal Insurance Company Protection under Junior Achievement's comprehensive General Liability insurance does not cover every injury (*negligence must be proven to be the cause*). JA Participant Accident Insurance pays medical/dental bills resulting from an accident whether or not JA is liable. Coverage is provided to students and adult volunteers while participating in officially sanctioned Junior Achievement programs and activities; and while traveling directly to and from such activities. (*Employees of Junior Achievement should be covered by Worker's Compensation.*) The financial limits are:

- \$10,000 for medical expenses
- \$ 1,000 for dental expenses
- \$10,000 for loss of life and/or limbs
- \$ 5,000 for loss of sight in one eye, speech or hearing

**Claims:** In the event of an accident or incident, which will or might result in a claim, a Proof of Loss form MUST be filed within 24 hours of the accident or incident. If first expenses resulting from the accident/incident are incurred within 60 days of the accident/incident, this policy insures all covered expenses for up to one year from the accident/incident date.

#### EXAMPLES:

- A student injures her hand with a screwdriver while making a product requiring stitches and Tetanus shots. Total bill is \$550.
  - *JA Participant Insurance will pay 100% of the Usual and Customary charges.*
- A JA volunteer slips and breaks his ankle leaving a JA meeting. Ambulance is called to transport to hospital. Cast, crutches, etc., are needed. Total bill is \$1,325.
  - *JA Participant Insurance will pay 100% of the Usual and Customary charges.*
- A JA Company Program advisor catches his tie in a power drill; lacerates face requiring stitches and pain medication. Emergency room and doctors fees are \$4,500.
  - *JA's insurance **WILL NOT** pay. Power tools were used and their use cancels the coverage.*
- A student lifts heavy equipment used to make product. Strains back muscles and gets hernia. Costs are \$450 for back brace and medication; and \$1,500 for hernia repair.
  - *JA's insurance will pay \$450, providing it is within Usual and Customary limitations. A **hernia**, no matter how it is caused, is **NOT** covered.*



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### EXAMPLES (continued):

- A JA employee trips while visiting a JA class and injures teeth. Cost of dental work is \$1,000.
  - *JA's Participant Accident Insurance **WILL NOT** pay. The employee should be covered by Worker's Compensation.*
  
- A student slips and falls during a JA Company meeting and injures her natural teeth. Cost for dental work is \$1,200.
  - *JA Participant insurance will pay \$1,000 (limit of policy) of the Usual and Customary charges.*



# PRYOR PUBLIC SCHOOLS

## SENIOR CAREER INTERNSHIP PROGRAM

David Day, College & Career Coordinator  
[dayd@pryorschools.org](mailto:dayd@pryorschools.org)

P.O. Box 548  
Pryor, OK 74362

(918) 825-2340 (school)  
(405) 328-1194 (cell)

### CLAIM AND INCIDENT REPORTING

The most important aspect of any possible claim, no matter how innocent or minor it may first appear is reporting the incident to the CFO at Junior Achievement USA (719-540-6235) as soon as possible.

Please fax (719-540-6249) or e-mail the CFO a note outlining the following points relating to any incident which may possibly result in a claim against Junior Achievement:

1. What happened?
2. Who is involved?
3. Times, if known (*of incident, of discovery, of reports to authorities, etc.*)
4. Place
5. Injuries or damage
6. Who witnessed the accident/incident? Who reported it?
7. How accident/incident was reported? (*telephone, visit, lawyer, etc.*)
8. Current status and conditions
9. Next steps being taken
10. Any additional information that seems important or relevant to the incident

In the event of a serious accident or injuries, the safety and comfort of people should always be forefront. Beyond those concerns, please report the incident as quickly as possible. Please also be mindful of the possibility of activating the local Crisis Communications Plan. (*See the Crisis Communication on the JA Intranet.*) Please also be cautious with communications to, or requests for information from, the media. If in doubt, please contact Junior Achievement USA's Marketing staff.

Do not hesitate to communicate regarding any possible claim and, after it is reported, be sure to keep Tim advised of all future communication and information.

In all insurance-related matters, USI Insurance Service's JA team is available to help:

**USI INSURANCE SERVICES USA, INC.,**  
JA's insurance consultant  
(719) 648-9768  
(877) 405-9032 (Fax)

*For Liability Coverages (General, Umbrella, Hired/Non-Owned Auto and Crime)*  
Rita Nicholson ([rita.nicholson@usi.com](mailto:rita.nicholson@usi.com))  
and Chuck Delich ([chuck.delich@usi.com](mailto:chuck.delich@usi.com))

*For JA Participant Accident Coverage (and employee benefits)*  
Rita Nicholson ([rita.nicholson@usi.com](mailto:rita.nicholson@usi.com))  
and Chuck Delich ([chuck.delich@usi.com](mailto:chuck.delich@usi.com))



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### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
 7/11/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Commercial Lines - (800)-332-9256 USI Insurance Services National, Inc. 90 South Cascade Ave, Ste 940 Colorado Springs, CO 80903	<b>CONTACT NAME:</b> Rita Nicholson <b>PHONE (Inc. No., Ext.):</b> 720.543.8803 <b>FAX (Alt. No.):</b> 855-689-8729 <b>E-MAIL ADDRESS:</b> rita.nicholson@usi.com														
<b>INSURED</b> Junior Achievement USA One Education Way Colorado Springs, CO 80908	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER B: National Fire and Marine Insurance Co</td> <td>20079</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Federal Insurance Company	20281	INSURER B: National Fire and Marine Insurance Co	20079	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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**COVERAGES**      **CERTIFICATE NUMBER: 13289680**      **REVISION NUMBER: See below**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR STR	TYPE OF INSURANCE	ADOL SUBR ISSD RWD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GENS. AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:		35788663	7/1/2018	7/1/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea. occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> 1,000 Comp <input checked="" type="checkbox"/> 1,000 Coll <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		74969872	7/1/2018	7/1/2019	COMBINED SINGLE LIMIT (Ea. accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DEO <input checked="" type="checkbox"/> RETENTION \$ 10,000		42-UMC-100021-06	7/1/2018	7/1/2019	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/BOARD MEMBER/CLERGY? (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - FA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Employee Theft		82083158	07/01/2018	07/01/2019	\$1,000,000 \$10,000 Deductible

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b> Junior Achievement of Oklahoma, Inc. 3947 South 103rd East Avenue Tulsa, OK 74148	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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Client Code: 32732

SID: 1328880

### Certificate of Insurance (Con't)

#### OTHER Coverage

INSR LTR	TYPE OF INSURANCE	ADDL INSR	WVD SUBR	POLICY NUMBER	EFFECTIVE DATE (MM/DD/YY)	EXPIRATION DATE (MM/DD/YY)	LIMIT
A	Sexual Abuse/Molestation			35788983	07/01/2018	07/01/2019	\$1,000,000 \$10,000 Deductible

Certificate of Insurance-Con't