



COOK INLET REGION, INC.
TAKE THE NEXT GENERATION TO WORK DAY

GUIDELINES

WHY: The next generation is our future, and it is critical that they are prepared to continue our Company's success. We know that educational achievement directly correlates with success in virtually every quality-of-life measurement. We also know that an involved community is essential to student success.

CIRI is already a strong supporter of nonprofit organizations that promote and provide educational opportunities and activities for youth in our community. CIRI desires to also offer specific opportunities for youth to learn more about the Company and to formulate ideas about potential career paths.

WHAT: CIRI is hosting a *Take the Next Generation to Work Day* for select youth who timely apply and whose names are selected in a random drawing.

Each participant will be teamed with a CIRI employee and is expected to remain with that employee throughout the day, and to not leave the building. CIRI will provide lunch for the participants, who are expected to dress appropriately for a business atmosphere.

The event -- which will take place during normal school-day hours -- will provide CIRI employees an opportunity to explain and/or demonstrate their job responsibilities and how their jobs relate to CIRI's mission. It is our hope that a day at CIRI will heighten the aspirations of students, help them to make the connection between academic success and success in the world of work and get them excited about the possibility of one day joining the CIRI team.

WHO: Applicants must be either a CIRI shareholder or a descendant of a CIRI shareholder, be between 10 years old through high school age and must reside in the Cook Inlet region. The parent or legal guardian of each selected minor must approve the minor's participation and arrange for his or her transportation to and from CIRI's corporate offices in Anchorage.

To enable as many youth as possible an opportunity to interact with Company representatives, youth who do not fall into the following categories will be given preference to participate: CIRI Shareholder Participation Committee youth representatives, former CIRI Shareholder Participation Committee youth representatives, and the children of CIRI employees.

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HOW: Interested youth must submit a completed application and a letter of reference. The application includes a section that must be completed by a parent or court-appointed legal guardian, and CIRI must have proof of his or her authority to sign the application.

Applications will be accepted year round with a deadline of the first Friday in January to participate in that year's program. Participants will be chosen by random drawing from the names of eligible youth who submit a completed application packet by the deadline. Winners will be contacted and provided with additional details relative to the event.

WHEN: CIRI's *Take the Next Generation to Work Day* will be held from 10:00 a.m. to 4:00 p.m. on the third Monday of January each year. Completed application packets, including any necessary supporting documentation, must be submitted to CIRI Human Resources department on or before 3:00 p.m. on the first Friday of January each year.

COMPENSATION: There shall be no compensation paid to either the youth participant or his or her parent or legal guardian in connection with this event.



**CIRI TAKE THE NEXT GENERATION TO WORK DAY
APPLICATION**

1. APPLICANT PERSONAL DATA

Applicant Name _____
(First) (Middle) (Last) (Suffix)

Address: _____ Email _____

(City) (State) (Zip)

Home Ph _____ Cell Ph _____ Birth Date: _____
(MM/DD/YYYY)

2. ADDITIONAL APPLICANT INFORMATION

What are your hobbies and interests?

What do you consider to be your strengths and abilities?

What subjects/classes do you enjoy the most?

Why do you want to attend CIRI's *Take the Next Generation to Work Day* and what do you hope to learn from the experience?

What dreams/goals do you have for your future (career, family, personal, etc.)?

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

CIRI TAKE THE NEXT GENERATION TO WORK DAY APPLICATION (cont.)

3. LETTER OF RECOMMENDATION

Applicants must attach to the completed application a letter of recommendation from an individual familiar -- preferably from a teacher or other non-family member -- who is familiar with the applicant. The letter should include information about the applicant's abilities, goals and character.

4. APPLICANT ACKNOWLEDGEMENT AND AGREEMENT

Through my signature below:

- I affirm that I am at least 10 years of age and under 18 years of age or a current high school student.
- If I am selected to participate in CIRI's *Take the Next Generation to Work Day* event, I authorize CIRI, at its discretion, to use photographs taken of me, and my name, community, details from the "Additional Applicant Information" on this application and of the job shadowing experience, for publication in CIRI's print and online materials, including the CIRI newsletter, and understand there will be no financial compensation of any type associated with any such use or publication. I also agree to remain with the CIRI employee that I am teamed with throughout the day and to not leave the CIRI building.
- I affirm that I have read the *Take the Next Generation to Work Day* Guidelines and that the information and statements submitted on and with this application are true and correct to the best of my knowledge. I understand that any misrepresentation or concealment of information will be grounds for rejection of this application.

Applicant Name (please print): _____ Date: _____

Applicant Signature: _____

5. PARENT/LEGAL GUARDIAN ADDITIONAL INFORMATION, ACKNOWLEDGEMENT AND AGREEMENT

Parent/Legal Guardian _____
Name (First) (Middle) (Last) (Suffix)

Address: _____ Email _____

(City) (State) (Zip)

Home Ph _____ Cell Ph _____ Work Ph _____

Although CIRI will host a lunch, parents/legal guardians are welcome to instead have participating youth bring a sack lunch. If the youth participant will take advantage of the lunch CIRI is offering, please list any medically necessary dietary restrictions below:

CIRI TAKE THE NEXT GENERATION TO WORK DAY APPLICATION (cont.)

Applicants must be either a CIRI shareholder or a descendant of a CIRI shareholder, and CIRI must have legal documents establishing that you are a parent or legal guardian of the applicant.

➤ If the applicant is a CIRI shareholder and you are not the stock custodian, a copy of the applicant’s birth certificate and/or other legal documentation must be submitted with the application to substantiate that you are the parent or legal guardian.

➤ If the applicant is a CIRI descendant:

- What is the full name of the shareholder from whom the applicant is descended?

(First) (Middle) (Last) (Suffix)

- How is the above-named shareholder related to the applicant?

(For example: maternal grandmother, paternal uncle, etc.)

- A copy of the applicant’s birth certificate and/or other legal documentation must be submitted with the application to substantiate that you are his or her parent or legal guardian.

Through my signature below:

- I affirm that I am the parent or the court-appointed legal guardian for the minor applicant named on this form and have the legal authority to execute this acknowledgement and agreement on behalf of the minor.
- I understand that if the minor is selected to participate in CIRI’s *Take the Next Generation to Work Day*, he or she will be expected to participate in a one-day event to be held at CIRI’s corporate offices in Anchorage, Alaska. The event will take place on an Anchorage School District holiday and I consent to this participation and agree to make appropriate arrangements for his or her transportation to and from CIRI’s offices.
- I understand that neither the minor, nor myself, will receive any compensation in connection with the minor’s participation in CIRI’s *Take the Next Generation to Work Day*.
- I authorize CIRI, at its discretion, to use photographs taken of the minor, and his or her name, community, details from the “Additional Applicant Information” on this application and of the job shadowing experience, for publication in CIRI’s print and online materials, including the CIRI newsletter, and understand there will be no financial compensation of any type associated with any such use or publication.
- I affirm that I have read the *Take the Next Generation to Work Day* Guidelines and the completed application packet and documents, and that the information and statements submitted on and with this application are true and correct to the best of my knowledge. I understand that any misrepresentation or concealment of information will be grounds for rejection of this application.

CIRI TAKE THE NEXT GENERATION TO WORK DAY APPLICATION (cont.)

- I understand that the minor will be required to remain with the CIRI employee that he or she is teamed with throughout the day, and to not leave the CIRI Building. I further understand that in the event of an emergency, CIRI will attempt to reach me using the contact information on this form, or that I otherwise furnish to CIRI. If I cannot be reached, CIRI should attempt to contact the following individual:

Alternate Emergency Contact

Name: _____
(First) (Middle) (Last) (Suffix)

Relationship to minor: _____

Home Ph _____ Cell Ph _____ Work Ph _____

Additionally, if, despite CIRI's conscientious effort, neither myself nor the listed alternate emergency contact can be reached and there is a medical emergency, I hereby give permission for the minor to be given medical treatment by a physician, dentist or qualified attendant at an emergency room or by emergency medical responders. In the event such treatment is necessary, I agree to release Cook Inlet Region, Inc. from any liability in connection with the treatment and agree to accept the expense of the treatment services.

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

6. SUBMIT THE COMPLETED APPLICATION PACKET

Completed application packets must be received by CIRI Human Resources on or before 3:00 p.m. Alaska time on the first Friday of January each year to participate in that year's program. Information may be mailed, scanned and emailed or faxed. Late or incomplete applications will not be considered.

- **Mail it:** CIRI Human Resources
PO Box 93330
Anchorage, AK 99509-3330
- **Fax it:** 907-263-5508
(Call 907-263-5562 ASAP to ensure your fax was received.)
- **Scan and Email it:**
hrreplies@ciri.com