Senior Experience Program

2018

STUDENT HANDBOOK

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INTRODUCTION

Welcome to Yorktown High School's Senior Experience program. You are about to embark on an exciting and unique learning experience, which will give you the opportunity to examine the world from another viewpoint. You will have the chance to expand your interests and abilities in a professional setting, working with mentors who have chosen to share their knowledge, experience and talents with you.

It is our hope that your Senior Experience will offer you the opportunity to become stronger, more confident and self-sufficient, as well as creatively productive as you apply your critical thinking skills to solve challenging problems. The benefits you gain from this experience will depend on your initiative. You will be instrumental in establishing your mentor’s expectation of you by demonstrating and applying your knowledge and by setting the tone for what you want to achieve. Ask questions and show your initiative by assessing ways that you can contribute. Mentors are willing to start with you where you are and take you as far as you want to go with the training. Work out some short-term and long-term goals for your experience.

Once you decide to make a commitment to the Senior Experience program, you will be expected to accept the responsibilities and challenges that go along with the opportunity. Your mentor’s expectations will be demanding but the benefits and rewards will be well worth your time and efforts. The practical value of significant Senior Experience programs is clearly perceived by both college and university admissions officers and potential employers. A positive experience shows that you have good people skills and are able to work in a group setting other than the classroom.

Best wishes as you take a giant step into life. Have a wonderful Senior Experience!

DESCRIPTION

Senior Experience

At the end of senior year, many students are understandably looking forward to the next phase of their life and the challenges work or college will bring. This will be structured differently from their previous high school education and will require motivation, initiative, and planning on the part of each student who hopes to conclude high school in this program. The program provides the additional benefit of truly fostering collaboration between Yorktown students and adults in the community.

The Senior Experience program is designed to allow students to explore opportunities beyond the classroom. You design the kind of Senior Experience you want to have and you find someone who is willing to give you that experience. The range of areas and interests are open-ended and are agreed upon by the student, the mentor, and the school. The Senior Experience provides the opportunity for you to utilize your skills in the process of planning, implementing, and completing your own experience.

In order to assist you in planning successfully for Senior Experience, pertinent dates include:

- **Student Application** Due 3/16/2018
- **Mentor Application** Due 3/16/2018
- **Mentor Reference (if not a former mentor)** Due 3/16/2018
- **Student/School Agreement -- Parent/Guardian Authorization** Due 3/16/2018
- **Senior Experience Teacher Checklist** Due 4/27/2018
- **Senior Experience Exit Seminar** 5/18/2018
- **Senior Experience** 5/21-6/12/2017
- **Senior Experience Final Seminar 11 AM** 6/13/2017
CHARACTERISTICS OF A SUCCESSFUL SENIOR EXPERIENCE

Your role in the Senior Experience program will be determined by your interests and skills. While experience has shown that there is no special formula for achieving a successful Senior Experience, some insight into the characteristics associated with a positive placement can be made. As you analyze the qualities that you bring to the program, ask yourself the following questions:

*Are you a calculated risk-taker?* Your mentor may ask you to undertake new projects or move into unfamiliar situations.

*Are you flexible?* Can you move easily from one project or situation into another? Your schedule will be different from school and each day may bring new, unpredictable challenges.

*Are you sensitive in dealing with people?* One key to success is the ability to work with people. Are you genuinely interested in other people?

*Are you reliable?* The Senior Experience requires your presence every day for three weeks. Make sure that other appointments do not interfere with your Senior Experience commitment.

*Are you discreet?* Can you keep information confidential? This characteristic is essential. Your supervisor will be willing to include you in sessions and conferences if he or she is assured that you will not divulge the proceedings.

*Are you an initiator?* The Senior Experience requires you to be a self-starter, ready to offer suggestions and accept responsibilities. Supervisors appreciate workers who do not wait passively for assignments, but contribute informed ideas about the project.

*Do you have a mature attitude?* The Senior Experience requires a high level of seriousness and rational, adult behavior.

It is important that you answer all of these questions positively but honestly. If you do, you will be on your way to a successful Senior Experience.

**BENEFITS**

Although the calendar time for the Senior Experience is only three weeks, participation in the program has benefits that are both long-range and short-range, including some of the following:

1. Students have the opportunity to work one-on-one with someone experienced and knowledgeable in the field they have chosen to explore. Most of these opportunities would not be available in the standard school classroom.

2. Students can work with mentors nationally known in their fields, working on the kinds of projects and/or with specialized equipment not ordinarily available in a school setting.

3. Students can get a short preview of the realities of life after formal education, providing early insights into the adult workplace.

4. Students can learn about the mentor’s products, services, projects and programs and how they relate to the entire company and the community.

5. Students can get practical experience while they explore their career interests. These experiences sometimes lead to summer internships during college years.
REQUIREMENTS

The Senior Experience is an opportunity during the last three weeks of high school, from May 21 to June 13, 2018 (after the conclusion of Advanced Placement examinations), for interested seniors to participate in a unique transitional learning opportunity outside the school. This full-time experience can take more than one form, but it generally will pair one senior with a professional in the senior’s chosen field of interest (i.e., arts, health care, politics, architecture, marketing, teaching, culinary arts, etc.) with whom that student will work and/or serve as an intern. **A student may not intern with his/her parents/guardian or participate in an internship at Yorktown or any other APS high school (including Washington Lee, Wakefield, HB Woodlawn and Bishop O’Connell).** Students also cannot return to Yorktown during the school day. The non-paying internship must include a minimum of 100 contact hours over the course of the mentorship. Students must return to Yorktown on June 13th to participate in a Final Seminar in which they will share their experiences and will submit a one page summary of their experience.

Any senior can apply, provided he or she meets the following criteria:

1. A GPA of at least 2.0 for junior year and a GPA of 2.0 for senior year. If it is determined that a student might be failing a course for the year, it may be grounds for exclusion from Senior Experience.
2. A satisfactory review of the student’s disciplinary record; in addition, excessive absences may be grounds for exclusion from Senior Experience.
3. Approval of Assistant Principal and students’ teachers are required.
4. Senior dues must be paid and all other obligations met (i.e., books and uniforms returned or paid for, library obligations, etc.) prior to participation in the Senior Experience.
5. A student-initiated and designed proposal and completed Student Application, Mentor Application, Mentor Reference (if not a previous mentor with the program), and the Student/Parent/School Agreement signed by the student and his/her parent/guardian are due no later than March 16, 2018. The Senior Experience Review Committee will review applications and make a preliminary decision in April 2018. Presuming there are no serious problems with the student that would eliminate his/her eligibility for participation (i.e., attendance and/or disciplinary problems), and if the Teacher Checklist is successfully completed and submitted on time, the student will be allowed to fully participate in Senior Experience.
6. The student initiated proposal must include the nature of the experience, and it must be worthwhile and substantial enough to warrant participation for three weeks. It should also include why this particular experience was chosen, what the student hopes to gain from this experience, and how this experience will contribute to the overall high school education of the student.
7. A written agreement is required between student and teacher in any situation in which a student has an obligation or commitment after the Senior Experience begins (i.e., a performance). Students in Art/Band/Chorus/Orchestra/Drama may be expected to sign a contract specifying reasonable rehearsal obligations for students participating in Senior Experience. Mentors must be prepared to cooperate with this contract.
8. An understanding and acceptance by students attending a course at the Career Center that they will need to either get approval to participate in Senior Experience from their Career Center teachers or continue to attend this course during Senior Experience.
9. A student may not intern with his/her parents or guardian or participate in an internship at Yorktown High School or any other APS high school (including Washington Lee, Wakefield, HB Woodlawn and Bishop O’Connell). Mentors should be experienced in their career.
10. The student and mentor must agree that the student will not be paid for this program.
11. Students whose Senior Experience does not match the submitted proposal must contact the Senior Experience Coordinator immediately for an alternative placement or return to school.
12. A student who does not successfully complete Senior Experience requirements may have a letter indicating unsuccessful completion placed in their file.

Seniors selected to participate will receive the grade they have earned in each course at the time they leave school for this independent experience. No grade will be assigned for the internship experience itself, but the students will receive a certificate stating the student satisfactorily completed the Senior Experience. Seniors selected to participate may be exempt from their final exams. However, a teacher has the option of administering an “alternative” final before the student begins the experience, or may arrange another
culminating activity. Students who have been granted final approval for Senior Experience will have satisfied all academic requirements at Yorktown, prior to the start of Senior Experience. Students selected to participate will be required to spend a minimum of 30 hours repeated each week at their Senior Experience site (except the week of Memorial Day which only requires 24 hours). Students will keep a daily time sheet of hours worked. Time sheets must be totaled and signed by the mentor and turned in at the June 13th seminar. In case of illness or emergency, students are responsible for contacting the mentor to report the reason for absence and rearrange their schedule to meet the required hours.

GENERAL GUIDELINES

Transportation and Insurance

Parents/guardians are responsible for providing transportation to and from your Senior Experience site. Parents/guardians must also sign an authorization form accepting full responsibility for their student while participating in the Senior Experience program.

Compensation

Students are not paid for the time spent at the mentoring site, but firms may choose to assist in various ways with transportation costs and parking fees.

Attire

- For interviews, students should be well groomed and appropriately dressed.
- During your Senior Experience hours, you should assess the attire of the people in the environment where you will be working. Some offices/businesses expect business attire everyday. Some offices/businesses are casual. Use good judgement based on what your mentor is wearing. If you are unsure, discuss appropriate dress with your mentor to avoid any embarrassment. Remember you will be in an adult workplace, not in school.

Safety and Security

The adults in school are always conscious of your safety. They do their best to look after your safety and well being while you are in the building and on the grounds. They strive to provide a safe and secure environment for you to learn. When you go to adult-only workplaces, a child’s safety is something the adults may not be consciously aware of. They are used to adults who have experience in adult workplaces and would automatically know adult things.

Students must become aware of and strictly abide by the safety rules and requirements in their workplace. Some businesses must abide by strict codes in order to stay in business.

Many offices/businesses have strict regulations which require an escort or pass. If this is the case, your mentor will inform you of this. You may want to inquire about it. You may consider taking some form of identification with you as many government buildings have security checkpoints at their entrances. You must be alert at all times, making sure that you do not violate security requirements. Security is serious business and offenses may not be treated lightly.

Technology/Cell Phone Use

Please be mindful that you chose this experience to learn about a potential career path, while the use of technology may be a portion of your internship, please be mindful of using technology only as it relates to your senior experience. Use of your cell phone is not always appropriate.
Senior Experience On-Line

Information pertaining to Senior Experience can be found on-line by going to the Yorktown website (www.apsva.us/yhs), and clicking on the student tab. In addition, there will be a Google Classroom. There you will find a link to Senior Experience information such as Senior Experience at a Glance, the Senior Experience Application Packet, the Mentor Application Packet, the Senior Experience/Career Exploration, the Senior Experience Time Sheet, the Senior Experience Handbook, and the Senior Experience Mentor Handbook.

RESUME PLANNING AND GUIDELINES

Applying for a mentorship arrangement will be less formal in most cases than applying for a job, but you will still need to create a positive impression and do a good job of matching your skills and interests with the skills and interests your potential mentor is looking for. Mentors want to know as much as possible about you in order to match the right person for the job. The person who interviews you will be in touch with many people on a daily basis and may forget details of your interview. Your resume will serve to refresh the mentor’s memory and provide any information you may have forgotten in the interview.

Your resume creates an image and an impression that are as important as the impression you create in person. The content of your resume has to convey quickly and convincingly that you are qualified for the position. Your resume should stand out among other resumes from candidates with similar backgrounds.

Your resume has to be able to display your real worth in writing in a way that will be read and understood by your prospective mentor and/or supervisor.

A resume should:

1. Be no more than one page in length. Resist the temptation to clutter your resume with detailed information. Use phrases that will encourage the interviewer to positive action such as:
   
   “Developed a series of…”
   “Consistently performed…”
   “Was responsible for a number of…”
   “Organized several…”

2. Be typed in black ink on white or buff paper in readable print (10 or 12 pitch).

3. Be absolutely sure the copy contains no typing or grammatical errors. Don’t rely on spell check.

4. Have at least a one-inch border.

5. List your name, address, e-mail address, and telephone number at the top.

6. List your objective for mentorship at the top. The objective should relate to your interest and how it relates to the company. (You are interested in music and the company is a recording studio.)

7. List your education beginning with your most recent school or training. (Obviously you are a senior in high school but you may have taken a course in accounting outside of school and the company is a bank. List pertinent school courses.)

8. List your work experience if you have had any. List any volunteer jobs you have had and even experience that may not be related to your mentorship. These kinds of experiences will tell something of your ability and willingness to accept responsibility.

9. List any special skills that would apply to the job you seek. (You have done a lot of babysitting and the company is a day care center.)

10. List activities, clubs, and projects in which you have been involved. These may include class offices, science fairs, sports, honors clubs, religious and community activities, etc.
11. List any honors or special recognitions. These may include science fair awards, National Honor Society, Eagle Scout, sports, music, art, drama awards, etc.

12. List personal information that applies, such as language skills, special interests or other experiences that might apply.

PREPARATION FOR YOUR INTERVIEW

Familiarize yourself with the firm. Information about the company may be available in the Senior Experience Office or on the Internet. Do a little research to find out what the company does, what kinds of projects they may expect you to work on and skills needed for those projects.

Dress appropriately. See General Guidelines.

Arrive at the interview on time. Punctuality is a trait of an organized, responsible person. Check your directions carefully. Be sure you allow enough time for traffic and parking. Consider that you may have to pay for parking either at a meter or in a lot. Plan to arrive about five minutes before your appointment. You don’t want to begin your interview out of breath.

Go to your interview alone. You may think that taking a friend along on the interview would be an asset and provide moral support. Your interviewer may perceive it the same way – that you need moral support. However, they want to know that you are ready to deal with the responsibilities of an adult world. Go alone.

Be positive and observant. Smile, say, “Hello, I am ________, from Yorktown High School. I’m here to interview for a mentorship position in ________.” Present your resume. Act natural. Speak clearly and distinctly as you answer questions. Don’t talk in high school slang. Your interviewer probably won’t know what you mean. Feel free to ask questions about the company, nature of the work, etc. Don’t interrupt the interviewer.

As you leave the interview smile, make eye contact and say, “Thank you for your time. This sounds like a great opportunity. I look forward to hearing from you.” Give a firm but gentle handshake. Don’t be a knuckle-crusher but don’t be a limp fish either.

After the interview. According to corporate personnel directors, only one percent of job applicants follow up an interview with a letter of thanks. Often they are among the chosen few who get job offers because the simple, courteous gesture makes them stand out from the rest. The smart applicant will send a brief thank you letter the same day as the interview or, at the latest, the day after the interview.

POSSIBLE INTERVIEW QUESTIONS AND RESPONSES

The following are some questions typically asked at a mentorship interview. Your interviewer may ask all of them, none of them or different ones. You may have other questions that you have been asked at an interview. The object of this section is for you to think about interview-type questions and how you would answer them.

Tell me something about yourself. Know your resume details and state them concisely.

Tell me about your school and how you like it. Be familiar with the various course offerings our school offers. Think about why you took the courses you have taken. Think about what you like about school. Be positive. No one wants to hear, “I don’t like school and I can’t wait to get out.”
Tell me about the selection process for the Senior Experience program. Think back through the steps in the process and recall your experiences.

How many students in your school and your class? We have approximately 1800 students and 400 in the senior class.

What are your strengths? Carefully study your resume in advance. Does it reveal leadership, loyalty, ambition, determination, ability to work under pressure, ability to cope, to get along with people, commitment to a task, special skills or abilities in particular studies?

What are your weaknesses? Think through this one carefully. Be honest, but don’t be negative. Impatience? Overdrive? Stubborn? Hard to please? Expect too much from others? Procrastination? Lack of organization?

What career or major do you plan to pursue? What college do you want to attend? You have probably given a great deal of thought to this. If not, maybe present several things you are thinking about and let them know you have not narrowed your choices yet.

Why do you want to do your Senior Experience with this company? This will be a good time to let them know that you know something about the company and what it does and that you are aware of the projects they have available. You can tell them you have read over some project descriptions in the Senior Experience office at school or on the Internet.

What do you plan to be doing five years from now? This requires some thought. Think about it before your interview so you can have an answer. You need to start setting some long-range goals if you haven’t already. “I don’t know” probably won’t be a good answer.

What days and hours will you be available? Keep in mind that you are required to have 30 contact hours each week. Contact hours means hours actually spent “at” the office.

How will you get to the office? Will you drive your own car? Will you car pool? Will you depend on bus or metro? Will you walk? (They are trying to find out if you have reliable transportation.)

**STARTING OFF ON THE RIGHT FOOT**

**Working Tips**

♦ Follow your mentor’s lead on style of dress. Dress neatly and be well groomed.
♦ Be punctual.
♦ Use of your cell phone is not always appropriate.
♦ Take note of names and positions. You may want to record them in your journal. Introductions in the professional world usually call for a firm handshake.
♦ Consider yourself a member of the team with responsibilities and privileges.
♦ Perform whatever duties are asked of you. Every job requires some clerical or janitorial duties. If your proposal goals and objectives are not being met, discuss your concerns with your mentor.
♦ Don’t take long lunches or breaks; this undermines your credibility.
♦ Don’t be afraid to ask questions, but if you find yourself constantly running to your mentor, make note of your questions as they arise and then ask several at once. It may be helpful to meet daily with your mentor.
♦ Observe your co-workers and how they interact. Are they on a first-name basis? First names with equals, last names for superiors? Remember, to them you are a child, not an equal. Listening and observing are great teachers.
♦ Be prepared to explain your proposal and the Senior Experience program. People are interested in you and your school. Be prepared to hear about their school experiences.
♦ Ask your mentor for reading materials to learn more about your business, if appropriate.
Be honest, courteous, have a cooperative attitude (remember all your group work experience at school), and a willingness to learn. *Smile!*

Don't get caught up in office gossip.

Discuss any difficulties that may arise with your mentor before they become problems.

Technology - Please be mindful that you chose this experience to learn about a potential career path, while the use of technology may be a portion of your internship, please be mindful of using technology only as it relates to your senior experience.
2018 YORKTOWN SENIOR EXPERIENCE STUDENT APPLICATION

Please fill out the following information and return it to Ms. Meadows’ box in the main office or to Room 223, The Center for Leadership and Public Service. You may submit this form at any time. The deadline is March 16, 2018.

Name ___________________________________________ ID ___________________________
Student E-mail ___________________________ Student Phone _________________________
Parent(s) E-mail ___________________________ Parent(s) Phone(s) _________________________
Mentor Name & Organization _______________________________________________________
Mentor’s Address _________________________________________________________________
Mentor’s Phone ___________________________ Ext. __________ E-mail _______________________

What do you plan to do on Senior Experience:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

What do you hope to gain from this Experience:
_______________________________________________________________________________
_______________________________________________________________________________
_______________________________________________________________________________

By signing below, the Senior Experience Candidate understands and agrees to abide by the rules and regulations as outlined in the Senior Experience Student Handbook. The Senior Experience Candidate also understands that the Yorktown High School administration, teachers, counselors, and Senior Experience Review Committee will periodically review the student’s transcripts and attendance records throughout the school year in determining eligibility for participation in Senior Experience.

Senior Experience Candidate’s Signature ___________________________________________ Date __________
DUE: March 16, 2018
Name of Senior Experience Candidate

YORKTOWN HIGH SCHOOL SENIOR EXPERIENCE PROGRAM
BOTH THE PARENT AND STUDENT MUST SIGN THIS FORM (EVEN IF THE STUDENT IS 18 YEARS OLD)

Student/School Agreement
Seniors participating in the Senior Experience program must agree to the following school and work policies as stated below:

I understand that I must have a GPA of at least 2.0 for junior year and a GPA of 2.0 for senior year. Failure in any class during senior year may be grounds for exclusion from the Senior Experience Program. A satisfactory review of the student’s disciplinary record; in addition, excessive absences may be grounds for exclusion from Senior Experience.

I understand that I must conduct myself at all times as an adult, to be considerate, cooperative and congenial with all persons at all times.
I must be aware that I represent myself, my parents, my school, my school’s Senior Experience coordinator, and my mentoring company in my behavior.
I understand that I must dress appropriately for my Senior Experience environment. I understand that I must conform to all school policies and regulations. I also understand that I must assume the responsibilities of a regular employee and observe employment regulations in regard to reporting to work and in keeping with general job regulations.
If I am not able to attend work because of illness or emergency, I understand that I must call my supervisor at work by 10:00 a.m. I understand that it is my responsibility to rearrange my schedule in order to meet the required hours.
I will make arrangements with my supervisor to be excused from work to attend required school programs, (i.e., school concert, drama production). I understand that school is my first responsibility.
If there are concerns about my assignment or if problems of any kind develop, I will inform the school’s Senior Experience coordinator immediately and give all details. I understand that my Senior Experience training comes under the supervision of the school coordinator and that I am not on my own with the mentoring company.
I understand that from May 21 - June 12, 2018, I must spend a minimum of 30 hours each week (except the week of Memorial Day which only requires 24 hours) at my Senior Experience site and that I must keep a daily time sheet of hours worked. This time sheet must be totaled and signed by my supervisor and turned in at the required June 13th Final Seminar. This may be submitted online.
I understand that I must attend the Final Seminar on Wednesday, June 13th, at Yorktown High School. I also understand that in addition to turning in signed time sheets, I will prepare an eight-to-ten minutes presentation highlighting my Senior Experience, and will submit a one page summary of my experience to be handed in at the Final Seminar.
I will not be paid for my Senior Experience, since my Senior Experience is an extension of my school training. I understand that any projects that I work on are the property of my mentoring company.
I understand that I must observe and comply with all security and safety requirements of my mentoring company.
I understand that any violation of the above regulations will result in my being removed from the Senior Experience program.

Parent/Guardian Authorization and Release
I hereby grant permission for my daughter/son to participate in the Yorktown High School Senior Experience program described in the Student Handbook. I understand that this program is voluntary, and that there is no requirement that my child participate in this program.
I assume full responsibility for my daughter’s/son’s transportation to and from the Senior Experience site. I also acknowledge that Arlington Public Schools (APS) will have no responsibility for the transportation of my daughter/son to and from the Senior Experience site, or for any type of automobile or other insurance coverage. I confirm that my daughter/son is covered by medical insurance to my satisfaction. Also, since the Senior Experience may take place at a location that is not APS property, and that has been chosen, not by APS, but by my daughter/son, I acknowledge that APS will have no responsibility for any conditions at that non-APS location. I hereby agree that APS shall have no liability resulting from or arising out of my daughter’s/son’s participation in the Senior Experience program, and hereby waive any such claim I may have.
I understand that my daughter/son may not intern with her/his parent or guardian or participate in an internship at Yorktown or any other APS high school (including Washington-Lee, Wakefield, HB Woodlawn, Bishop O’Connell).
I understand that I may withdraw my permission at any time by notification to the school’s Senior Experience coordinator and that my daughter/son will thereafter be withdrawn from the Senior Experience program and return to Yorktown High School daily until the end of the school year.

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## 2017 Senior Experience Mentors

### Businesses

- A Culture of Speed
- Accountability Access
- AgentHero, Inc.
- AJW Inc.
- American Financial Network, Inc.
- Army Navy Country Club
- AST Cowen Design Group LLC
- AXA
- Barcelona Wine Bar
- Basic Burger
- BC Architects Engineers, PLC
- Better Lawn Service
- Beyer Kia Falls Church
- Black Rock Orchard Inc.
- Boccato Gelato & Lounge
- Boxart
- Buck & Associates Real Estate
- California Tortilla
- Camp Barney Medintz
- Camp May Flather (GSCNC)
- Capital Concierge/The Westlee Condominium
- Capital One Financial
- Capstone National Partners
- Cassatt’s Café
- Casual Adventure
- Cherrydale Motors
- Chipotle Mexican Grill
- Civic Fusion International
- Conte’s Bike Shop
- Crossroads Cycle, Inc.
- Crown Auto Group
- Cypress Contracting LLC
- Dataprise, Inc.
- Diversa Partners
- District Taco
- Dog Sitting & Training
- Donaldson Run Recreation Associates
- eAsset Solutions
- Eastern Construction
- Envision Business Sol, LLC
- FTI Consulting
- Gomez AC Contractor Heating and Cooling
- Highlight Technologies
- Hilton
- Homes Confidence Group, LL of Samson Properties
- Hord Coplan Macht
- Indoor City
- Innovative Audio and Video, LLC
- Instore
- Jacobs
- Japanese Auto Service
- Joe’s Place Pizza and Pasta
- Keller Williams Realty
- KFC
- LAND Engineering, PLC
- Law Office of Margo B. Owen, Esq.
- Leading Authorities
- LEGO
- Liles Parker, Attorneys & Counselors at Law
- Livin the Pie Life
- LMO
- Lord Twittlebee Press
- LSI Metcore
- Maher Ltd
- Mantech
- Materiell
- Millennium Engineering & Integration
- My Painter, LLC
- NAREIT
- Orange Anchor
- PABA/Ernest and Young
- Pie-Tanza, LLC
- Porter Group
- Preston Wealth Advisors
- Radius Networks
- Remax Gold Coast Property Management
- RMK Productions
Rocklands BBQ
SAINT Corporation
Seal Engineering, Inc.
Silver Lining Design Group
Silverwood Organic Farm
Social Scene, LLC
South Block Café
Spotless Cleaning Services
Starbucks
Sterne, Kessler, Goldstein & Fox PLLC
Summit Engineers, Inc.
Swerv, LLC
Tactical Agency
The Vineyard Camp
Tomei & Sons Ltd
Torres Marin Contracting
Tortilla Industry Association
Trenchless Pipe Solution
Twins Ace Hardware
Uber
Umee Media, LLC
Verato, Inc.
Virginia Skydiving Center
Walker Team Realtors/Keller Williams
Whittington Design Studio

**Education**

Arlington Career Center
Arlington Science Focus
Arlington Traditional School
Ashlawn Elementary
Barrett Elementary
Discovery Elementary
Glebe Elementary
Groveton Elementary
H-B Woodlawn
Hemispheric Network of Legislators and Former Legislators for Early Childhood
Jefferson Middle School
Let’s Play Music!
Long Branch Elementary
McKinley Elementary
Mount Olivet Preschool
Oakridge Elementary

St. Agnes Catholic School
STEMquest
Swanson Middle School
Taylor Elementary
Taylor Extended Day
The American Baccalaureate School
The George Washington University
Thomas Jefferson Elementary, FCCPS
Tuckahoe Elementary
Virginia Tech - Thinkabit Lab
Williamsburg MS

**Government – Local & Federal**

Arlington County Department of Parks and Recreation
Arlington County Fire Department
Arlington County Sheriff Department
Arlington County Zoning Office
Arlington County, Dept. of Environmental Services
Arlington General District Court
Arlington Juvenile & Domestic Relations District Court
Arlington Public Library
Arlington Public Library - Westover Branch
Arlington School Health Physician
CBP - Customs & Border Protection
Clerk of the Circuit Court
Environmental Protection Agency/Office of General Counsel
International Programs/USDA Forest Service
Joint Base Meyers Henderson Hall Commissary
NASA Headquarters
Naval Research Lab
Office of Congressman H. Morgan Griffith
Office of Congressman Levin
Office of Public Defender
Office of Rep. Joseph Crowley
Office of Rep. Robert Aderholt
Office of the Second Lady Karen Pence
Rep. Lenard Lance
Rep. Randy Hultgreen Office
U.S. Naval Research Laboratory
US Coast Guard
US Environmental Protection Agency
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Northern Virginia Pediatric Associates
Northern Virginia Pediatric Associates
Palmetto Health
Retina Associates
Skill Builders LLC
Sportrock Climbing Center
Sunrise Senior Living - The Jefferson
Virginia Hospital Center
Woodbine Rehab/Nursing Home

Museums
George Washington's Mount Vernon
National Museum of Natural History
National Archives & Records Administration
National Gallery of Art
National Museum of Natural History
National Museum of the Marine Corps
Newseum

Non-Profits
Arlington Food Assistance Center
Bread for the City
Broward Regional Health Planning Council
Cold Spring Harbor Fish Hatchery & Aquarium
Columbus Club of Arlington Inc.
DACOR
Doorways for Women and Families
Downtown Baptist Church
First Baptist Church of Clarendon Childcare
Girl Scout Council Nation's Capital
Grace Community Church
Invest in the USA
JDRF
JTCC (Junior Tennis Champions Center)
Kem's Place
Memorial Baptist church
National Women’s Health Network
Network Lobby for Catholic Social Justice
Plan International USA
Project Knitwell
Promoting Awareness Victim Empowerment (PAVE)
St. Peter’s Episcopal Church
The Center for Public Integrity
The Unites States Conference of Mayors

Politics
Arlington County Democratic Committee
Northam for Governor

Third Way
Trinity Presbyterian Church
Woman's National Democratic Club
YMCA Camp Silver Beach
Young Life