



DigitalConnectors

One Economy Corporation Program Affiliate Manual

About One Economy Corporation

One Economy, founded in 2000, is the world's leading technology focused nonprofit organization. Our mission is to connect low-income people and communities to the 21st century by catalyzing wide scale access to broadband, computers and online educational content. We have helped bring broadband into the homes of low-income people, and our signature Beehive web site has been visited by millions of people. Our work has taken root all across the country, and is rapidly expanding to other countries. For more information, please visit our corporate web site, www.one-economy.com.

The Digital Connectors Program

One Economy's Digital Connectors® program is a best practice, youth development movement that engages teens and young adults, ages 14-21, in **leadership development, digital education, life skills management and community service**. By learning and involving themselves in their respective communities, taking field trips to high tech companies and hearing from emerging leaders, youth are able to hone technical competencies and grasp lifelong principles that inspire educational advancement and workforce preparation. Our ideal reward to students is computer hardware, coupled with an affordable solution for in-home Internet access. At One Economy, we want to promote that every household have access to the Internet and hardware; and every child reap the social and economic benefits of new technology.

Purpose of this Manual

Digital Connector programs are running all over the country. To ensure consistency and support of program activities, the Digital Connectors' **Program Affiliate Manual** is designed to set the parameters for planning and launching a successful program. Every affiliate should have a copy of this manual and, when needed, your Regional Director can walk you through its contents to make sure your organization is supported in this tremendous endeavor.

We're excited that your organization has joined us in our national movement to prepare youth and their communities for the 21st century!



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Core Program Values

Youth in One Economy's Digital Connectors Program represent **themselves, their families and communities**. They are inspired to use technology to change themselves, their communities and their world. Youth considering involvement in the program must have:

- A **desire** to be the best and complete tasks with excellence;
- A **willingness to learn** how to best use and leverage technology to nurture more sustainable and viable communities;
- An interest in becoming a better leader and professional, especially in the field of **digital technology**; and
- A commitment to **reach in** and **give back** to their respective communities.

The Digital Connectors program is a movement to raise the bar among our teens and pre-teens, and to equip young people with the tools, especially computer hardware and broadband access, to be effective in our changing society.

Program Competencies

The Digital Connectors program has six key focus areas: *Arts and Digital Media*; *Civic Journalism*; *Computer Distribution and Refurbishment*; *Community Broadband Expansion*; and, *Community Marketing and Training*. One Economy has robust curriculum, experiential learning exercises and audiovisual supplemental materials in each area available for your organization to access.

- ◇ **Arts and Digital Media** – Digital Connectors are taught the basics of graphic design, visual arts and new media. Youth use the various technologies to create an authentic voice for themselves and their respective communities. Student projects in this area have included personal documentaries, web page design, community newsletters and music recordings.
- ◇ **Civic Journalism** – Digital Connectors learn how to create their own perspective of their communities, their neighbors and themselves. Youth are also able to develop a message about their world. Youth are exposed



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to leading journalists to learn how taught how to project their voice virtually through podcasting, blogging and personalized web pages. One Economy's 247 Town Hall (www.247townhall.org), a virtual meeting place for civic engagement, issue resolution and community building, is a vital part of the experience in this competency. Student projects in this area have included a youth-led town hall forum, video footage documenting neighborhood legacies, and contributions to local newspapers.

- ◇ **Computer Distribution & Refurbishment** - Digital Connectors aid in the distribution of computers- new or refurbished to families in need. Working with other community based organizations or in affordable housing, youth are engaged in computer fairs that promote ownership of new and refurbished hardware. Youth also receive training on how to repair and restore donated computer equipment for redistribution to their communities. Student projects in this area have included computer fairs at local schools, sales centers at local Habitat Restore centers, and internships with area computer refurbishers.
- ◇ **Community Broadband Expansion** - Digital Connectors are also trained on how to install and troubleshoot wireless networks. Learning telecommunications fundamentals and gaining hands on experience in communities where robust wireless network exist, youth gain experience in fiber optics and low voltage wiring. Student projects in this area have included the installation of wireless routers, nodes and cards; and user support.
- ◇ **Youth Entrepreneurship** - Digital Connectors represent the next wave of business owners and investors in our society. In this program area, we offer youth basic principles on business development and support their creation of industries that support community economic development. Youth engage in a comprehensive asset mapping to better understand the types of opportunities needed in their local economy. Student projects in this area have included the sale of wireless services and computer hardware and technical consulting.



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- ◇ **Community Marketing & Training** – Digital Connectors are taught how to develop a marketing campaign in their neighborhoods to raise the awareness of digital technology and its community benefit. In this area, youth train their neighbors on One Economy’s web properties, help promote computer distribution programs, and plan community events to build local literacy in computers and the Internet. Student projects have included planning and hosting community wide digital literacy events, sharing tips on Internet safety with local residents and tutoring younger youth on software applications.

Regional Directors can support your organization as you structure a Digital Connectors program that encompasses one or more of these program areas. One Economy offers consulting services in the area of program design, implementation and evaluation.

The program areas are complemented by a series of leadership and life skills management workshops. These workshops are designed by One Economy and are available to your organization for use.

- ◇ **Leadership Development** – Digital Connectors learn the values for being an effective leader in their community. Through activities that foster lessons on teamwork, conflict resolution, diversity and communication strategies, youth receive the resources that enable and empower them to be social change agents.
- ◇ **Life Skills Management** – Digital Connectors gain insight into what makes a solid work ethic and get prepared for the work place. Youth leaders learn how to manage their money, create a resume, apply solid interviewing strategies and other necessary life skills to be effective now and in the future.

From time to time, One Economy also has our own special initiatives that can involve your organization. In these special initiatives, Digital Connectors have supported One Economy’s national and international programs and services. In some cities, youth are promoting the organization’s media properties like the Beehive (www.thebeehive.org), Zip Road (www.ziproad.org), 247 Town Hall (www.247TownHall.org). These web sites are available in most major markets



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and Digital Connectors are bringing more users to these online resources. In other cities, Digital Connectors are supporting our work to bring broadband to low-income communities. Working with our Access Services team, youth are engaged in community broadband projects by installing wireless access points and conducting local training.

Program Types

Digital Connectors are any youth, ages 14-21, with an interest in digital technology that are willing to represent the core values of the program. In some cities, youth that do not meet the age requirement are involved as **Junior Digital Connectors**. These youth are 10-14 years old with an interest in becoming a full-fledged Digital Connectors. Special pre-apprenticeships for this age group might be available in select program locations.

Senior Digital Connectors are program graduates that are enrolled in a post secondary institution or working that offer mentorship, team leadership and administrative support for local programs. Program graduates must have been in prior good standing with the program.

Becoming a National Affiliate

Your organization has become involved in an international movement to positively engage youth in 21st century opportunities. One Economy welcomes the opportunity to enroll new affiliates. Affiliates are defined as organizations interested in establishing a Digital Connectors program and adhering to the program standards outlined in this manual and other program materials.

The goals of the national affiliate program are to:

- To expand Digital Connectors program **reach** to organizations interested in offering youth leadership, digital education and community service to youth, ages 14 through 21 years of age.
- To create a best practice program to **prepare** youth for 21st century educational and workforce development opportunities.
- To create a collective national **youth voice** through the training and use of digital technologies.



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How does my organization become a national affiliate?

- Must sponsor and implement One Economy's Digital Connectors program to standards.
- Must use certified Digital Connectors content. Adaptations to the curricula are acceptable if granted permission.
- Must receive official Digital Connectors designation as a national affiliate.
- Must be able to provide participant data to One Economy on a quarterly basis and as requested.
- Must be able to participate in quarterly conference calls and/or webinars to receive program updates and network with other affiliates.
- Must use One Economy endorsed marketing and public relations materials on all program related communications.
- Must be able to attend one regional conference sponsored by One Economy to share best practices and program updates. Scholarships are available to organizations in need.

What Does One Economy Provide National Affiliate Locations?

- Innovative program design and curricula that integrates youth leadership, technology education and community service.
- Standard participant intake and enrollment forms, along with policies and procedures.
- Instructor training and "Train the Trainer" support for programs with multiple locations.
- Updated best practice and trend data on youth development, technology education and community service projects.
- Fundraising support and general program consulting.
- Discounts on program apparel and other program items (i.e., computers, flash drives).
- Recognition by One Economy and promotion of program successes with One Economy friends and supporters.
- Connections to national and local partner network to support program development and sustainability.
- Access to a network of youth technology mentors and coaches for youth participants, especially those interested in pursuing technology careers.



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- Access to the Connectors Club web site, an online portal supporting youth expression and linking youth to internships, scholarships and other postsecondary opportunities.
- Attribution in the Bring IT Home America campaign.

All affiliate locations must have an Affiliate Liaison that supports the Regional Directors, and Program Facilitators/Instructors in the design and implementation of the program.

The Connectors Club Web Site

One Economy's Connector Club web site will be an online social networking resource that connects youth to local Digital Connectors programs; links motivated program participants to college scholarships and financial aid (www.ziproad.com); provides an open forum for youth to express their opinion on emerging social issues (www.247townhall.org); operates as a repository for program arts and digital media projects through video streaming; and, engages youth with each other to share successes about college or community experiences. The Connectors Club web site will also promote contests and trademark program apparel for youth and program leaders to access at discounted rates.

Program Space Requirements

Operating a Digital Connectors program without access to computer hardware or the Internet can be challenging. We recommend that you identify a program space that can comfortably seat a minimum of ten students at a computer workstation. We recommend that you maintain a ratio of 2 students per workstation in the event that you have to share resources. Your space should also have an open area, if possible, to accommodate activities and exercises that are less technology reliant. In the Digital Connectors curriculum, we encourage exercises that get participants to move around and connect with each other. If your computer center is limited in physical space, investigate an adjoining space.

Potential partners that might be available to offer computer resources might be:



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- Community technology center (CTC)
- Local library
- Park District with computer lab
- Neighborhood Network

Be sure to communicate with your partner that your participants are teens, and talk through the Internet safety resources that are in place at the public center. Be sure to also get agreement on program times and computer use.

Program Incentives

Programs should be designed with incentives and recognition earned upon completion of program and service learning hours. Minimal recognition of Digital Connectors can occur at a formal graduation ceremony. We encourage this type of event to be carefully planned and held at the end of each program term to reward and encourage students. Branded certificates are available on the One Economy web site (www.one-economy.com) under the Digital Connectors online store. Other incentives can consist of cash (see section on participant cash stipends & reimbursements), computer hardware, technology peripherals and gadgets and other items related to a program competency (see section on Digital Connectors products). Since this program is a movement to get hardware into the homes of every young person, computer hardware- whether new or refurbished is the most preferred way of recognizing participants.

Digital Connectors Products

(All products are available on the One Economy Corporate Web Site - www.one-economy.com. Go to Digital Connectors' Store)

1. The Digital Connectors Program Kit (recommended for all NEW programs!) includes:
 - ❖ Branded apparel (your organization's logo can also be included for a nominal fee. Visit the One Economy web site (www.one-economy.com) for details and prices.)
 - ❖ Messenger Bag or Back Pack (can also be customized)
 - ❖ Flash drive with neck lanyard
 - ❖ Branded pen/pencil



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- ❖ Student portfolio or notebook (based upon availability)
- ❖ Program Core Values Guide & Leadership Manual

Branded apparel includes: sweatshirts, T-shirts and long or short sleeved polo shirts. Please specify sizes when ordering. All program material bears the registered trademark of the Digital Connectors program. It cannot be reproduced without permission from One Economy and adequate explanation for the use of duplicated or replicated brand.

Different program areas also have additional equipment and resources available for sale. Your Regional Director can assist you in the identification of these items.

One Economy has a special relationship with corporate computer vendors. For your program, Regional Directors can support your selection and purchase of discounted desktops or laptops for your students by offering wholesale prices to national affiliates.

Participant Cash Stipends & Reimbursements

Digital Connectors can be provided with hardware, a cash stipend/salary or both. Funding for an organization drives the types of incentives available to students. When providing cash stipends, One Economy recommends that affiliates determine if they are going to include the expense as a payroll line item or compensate the youth as independent contractors. If the youth are going to be paid as employees, it is important to have them complete the appropriate documentation to validate their age, citizenship and eligibility to work in the United States. You also need to gather the tax forms for students to claim the most appropriate deductions. Other related paperwork that your organization requires to process an individual under your payroll system would also need to be collected. Students that are on your payroll should also receive the appropriate tax documentation at the end of the year. For students that are receiving a stipend, your organization should register them as an independent contractor and have them complete a W-9 form. The most appropriate tax document should be sent to them. You might also identify other fiscal agents for your program. Check with your city's youth employment program to determine



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if they have paid opportunities for youth. These programs usually have the mechanisms in place to handle the necessary documentation.

How the Program Model Works

Program Term	Minimum (Maximum) Number of Participants	Minimum (Maximum) Number of Weeks	Minimum (Maximum) Number of Days per Week	Minimum (Maximum) Number of Program Hours per Session	Minimum (Maximum) Number of Program Hours for Completion
Fall	10 students (25) Preferred Instructor Ratio - 2:1	10 weeks (12 weeks)	2 days (3)	2 (3)	40 (48)
Winter	10 students (25) Preferred Instructor Ratio - 2:1	10 weeks (12 weeks)	2 days (3)	2 (3)	40 (48)
Spring	10 students (25) Preferred Instructor Ratio - 2:1	10 weeks (12 weeks)	2 days (3)	2 (3)	40 (48)
Summer*	10 students (25) Preferred Instructor Ratio - 2:1	8 weeks (12)	3 days (5)	2 to 8 depending upon assignment	48

*One Economy works closely with the summer employment programs available in cities to provide cash stipends.

Try to keep your program times reasonable to ensure the safety of participants when they leave to travel home.



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Digital Connectors Program Team

Vice President, Youth Initiatives – One Economy Staff

- Develops affiliates network to support Digital Connectors' youth development model in the United States and internationally
- Creates strategic national and local partnerships that support participating youth
- Identifies source of support for national affiliates to create and maintain Digital Connectors program sites
- Ensures program standards to guarantee consistent and positive youth experiences

Regional Directors – One Economy Staff

- Develops and maintains partnerships throughout the assigned region
 - East
 - West
 - Midwest
 - Southwest
 - International
- Oversees and supports the regional team, including Program Facilitators
- Resolves major issues and problems
- Oversees all program activities and manage program policies and procedures
- Maintains consistent overall regional contact surrounding meetings, special events, etc.

Bring IT Home Program Specialist (Field Operations) – One Economy Staff or Consultant

- Works with Bring IT Home, America partners to leverage municipal and statewide support
- Creates citywide or statewide program in partnership with other rational stakeholders (e.g., schools, park districts, etc.)
- Ensures that program is aligned with broader Bring IT Home, America goals



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Affiliate Liaison – Affiliate Staff or Consultant

- Works with One Economy Vice President and Regional Directors to develop program curriculum that is customized for youth population
- Monitors expenses allocated to program and aid in procurement if needed
- Supplies necessary space for program implementation
- Structures recruitment and marketing plan for program implementation
- Supports One Economy's data collection and program evaluation goals
- Facilitates strategic local partnerships to ensure program success, and identify local experts to address youth
- Works with Regional Directors on program timeline
- Provides ongoing feedback to Regional Directors, and serve as the link between the Program Facilitators / Instructors and youth participants

Senior Digital Connectors can be very helpful to Affiliate Liaisons.

Program Facilitators/Instructors – One Economy Staff, Affiliate Staff or Consultants

Program Facilitator / Instructor of a Digital Connectors program is responsible for creating a learning environment for the Digital Connectors. He/She plays several roles:

General

- Recruits and works with Regional Directors to design programs for individual sites
- Requests supplies and equipment
- Provides additional support in the areas of marketing, finance, information technology and youth development
- Participates in Train the Trainer workshops to improve quality of instruction

Pre-Program

- Develops and implements a program with authentic tasks that is oriented around technology and related to the mission of One Economy Corporation Digital Connectors mission and vision
- Attends required meetings to discuss program development



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- Reviews the One Economy Corporation Digital Connectors Program Affiliate Manual
- Reviews and understand required documents for youth to be a part of the program, e.g. curriculum
- Recruits the amount of the required amount of youth. For every 10 required youth, recruit an extra 5 in order to secure required retention rate
- Picks up all required program materials, technical tools, and supplies

During Program

- Arrives on time each day to implement program agenda
- Collects required youth documentation
- Assists youth completing the required One Economy Digital Connectors documents
- Notifies Regional Director or Affiliate Liaison in any change in program agenda, curriculum, or program structure
- Assists youth in preparing for the program final project (if applicable)
- Notifies Regional Director or Affiliate Liaison of any disciplinary issues with youth that cannot be resolved
- Ensures that the program environment is safe and accommodating to the needs of the youth
- Makes sure that all Regional Director and the Affiliate technical property is secured and maintained properly
- Gathers youth statistics and report as required to Regional Director

Post Program

- Returns all materials, technical tools, and supplies to One Economy Corporation and/or the Affiliate Manager.
- Assists getting required documentation to One Economy Corporation and/or the Affiliate Manager: Documentation packet with completed Post Technology Assessment.
- Attends final program meeting if applicable.

Senior Digital Connectors can be very helpful to Program Facilitators / Instructors.

Program Facilitators / Instructors must also monitor student harassment incidents by:



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- If you are informed or witness a youth being sexually abused and/or harassed by another person, report the incident to Regional Director and/or the Affiliate Liaison
- If you are informed or witnessed a youth being abused or neglected, report this to Regional Director and/or the Affiliate Liaison

Program Facilitators / Instructors must also create an engaged learning environment. To be successful at teaching the Digital Connectors, he/she must create a **positive atmosphere** for youth participants to learn.

The following behavioral traits and approaches to teaching can create a lively and interactive environment:

- Sense of humor
- Positive attitude
- High expectation for the Digital Connectors
- Consistency
- Fairness
- Flexibility
- Avoid having conflict in front of Digital Connectors
- Review Digital Connectors rules and policies if judgment on an action is in question

Regional Directors can provide support in recruiting, interviewing and retaining Program Facilitators / Instructors for your project.

Labor Policies and Procedures (if youth are employed or receiving cash stipend)

Age

Employment of 14-15 year old minors is limited to certain occupations under conditions that they do not interfere with their education, health or well being.

Work Hours for Minors - U.S. Department of Labor

According to the U.S. Department of Labor, hours worked by 14 and 15 year-olds are limited to:



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- Non-school hours;
- 3 hours in a school day;
- 18 hours in a school week;
- 8 hours on a non-school day;
- 40 hours on a non-school week; and hours between 7 a.m. and 7 p.m. (except from June 1 through Labor;
- Day, when evening hours are extended to 9 p.m.)

Type of Employment Prohibited

Fourteen to fifteen year old minors cannot work in the following types of jobs:

- Communications or public utilities jobs
- Construction or repair jobs
- Driving a motor vehicle or helping a driver
- Manufacturing and mining occupations
- Processing jobs
- Public messenger jobs
- Transporting of person or property
- Workrooms where products are manufactured, mined or processed
- Warehousing and storage

Length of Working Hours

No employee of legal age may be required to work more than 5 hours without a break.

Transportation of Youth

All vehicles used to transport Digital Connectors must be insured and properly maintained.

Program Disciplinary Policy

All serious disciplinary issued should be documented. The following actions are considered serious disciplinary problems and are reasons to for immediate consideration for termination from the program:

- Using profane, sexual or vulgar language
- Stealing



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- Destroying property
- Possessing a weapon
- Involvement in gang activity
- Leaving the program site authorized
- Refusing to participate in program activities
- Sexual harassment
- Sexual, physical, or verbal abuse of anyone

Participants can expect to be disciplined if they are being disruptive, disrespectful, or uncooperative during the program.

1. At the first incident of disruptive behavior, Program Facilitator / Instructor should give a warning and complete the Disciplinary Report Form (attached) and discuss the problem with the student.
2. At the second incident, Instructor should give the participant a second warning, complete the Disciplinary Report Form, and discuss the problem with the student. Their parent should be notified of their behavior.
3. At the third Incident, the Instructor should notify the Affiliate Liaison and Regional Director, call the parents, and the student may be terminated from the program.

Handling Participant Injuries

One Economy or the affiliate site is not liable for any injuries suffered by program participants. If a participant becomes injured, call 911 when emergency attention is required. Program facilitators / instructors should use their discretion for making the call. A participant should never be transported anywhere by the Program Facilitator / Instructor. Program Facilitators must notify Regional Directors, Affiliate Liaisons (if available) and call the teen's parent. If a parent cannot be reached, consult the emergency contact sheet.

Program facilitators of One Economy managed programs must call their Regional Director regardless of whether or not medical attention is required. The injury using the appropriate incident form must be completed, and retained in the participant's file. Keep participants' emergency contacts with you at all times during the program.



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Reporting a Missing Teen

The safety of the participant is a critical concern of the program. Program facilitators / Instructors and Regional Directors are responsible for ensuring that participants are supervised at all times. If a program facilitator identifies that a teen is missing, he/she should immediately alert the Regional Director and/or Affiliate Liaison. If there is only one Program Facilitator present, the affiliate liaison will be asked to supervise the program while the Facilitator does a cursory sweep of the facility for the teen.

If the participant is not located in the initial sweep, the Regional Director must be notified. Prior to the call, contact information on file for the teen including a phone number, parent/guardian information and emergency contacts must be identified. Some questions to ask that might help find the teen include:

- *Does the participant have a cell phone?*
- *What are his/her favorite places to visit?*
- *What are his/her favorite foods?*
- *Who are friends or relatives that he/she may visit and how can they be contacted?*
- *Has the participant used public transportation before?*
- *Has the participant gone missing before? If so, when and where was he/she found?*

Program facilitators and affiliate liaisons should pursue all leads provided. If the leads fail to find the teen, security and/or the police should be identified and a picture shared if available. A copy of the Police Report should be filed with the Regional Director.

Grievance Procedures for Participants

One Economy Corporation provides equal employment opportunities to all persons without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, political affiliation or belief.



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One Economy's nondiscrimination policy includes a structure for handling participant grievances that are as follows:

- Participants should notify the Program Facilitator / Instructor or Affiliate Liaison.
- If you cannot resolve the problem, participants are instructed to contact the Regional Director.

You should contact the Regional Director with any grievances that are of a severe nature, such as discrimination, fraud, abuse or sexual harassment. These incidents will be handled on a case by case basis.

All other complaints will be handled according to the steps outlined below:

1. The participant should verbally bring the complaint to the attention of the Program Facilitator / Instructor.
2. The Program Facilitator should meet with the participant to resolve the complaint within one business day.
3. The Program Facilitator must document the complaint in writing and establish a complaint file for this participant. All complaint files should be turned into the Regional Director or Affiliate Liaison at the end of the program.
4. The Program Facilitator must forward a copy of the written complaint to Regional Director or the Affiliate Liaison immediately.
5. If the participant and the Program Facilitator mutually agree upon the resolution, the complaint is resolved.

Note: *If complaint is with the Program Facilitator, and the teen is uncomfortable confronting the Program Facilitator, he/she can contact the Regional Director or the Affiliate Liaison. If the complaint is with the Regional Director, the teen should contact the Vice President.*

Sexual Harassment

Sexual harassment is defined as any unwelcome sexual remark, rumor, gesture, prostitution, picture, written material or touching. Federal, state and city laws prohibit sexual harassment in the workplace. Sexual harassment is considered to



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be a form of sexual discrimination, and will not be tolerated. Anyone determined to have committed acts of this nature will be prosecuted to the fullest extent of the law. If you or one of your participants is being harassed, please contact the Regional Director or the Affiliate Liaison immediately.

Public Relations Information

Media may be interested in participants engaged in a particular event or activity. Contact the Regional Director or Affiliate Liaison for any of the following:

- If the media (radio, newspaper, television, magazine, etc) contacts you or anyone in your program. One Economy wants to support the media efforts of your program. We have professional staff that can support your media presentation.
- If you are planning a newsworthy event, please allow enough time to solicit the appropriate press coverage. One Economy has professional staff and marketing collateral that might be of value to your event.
- If a situation arises that may cause unfavorable publicity, provide all of the facts to the Regional Director, One Economy and Affiliate Liaison.
- Please place the One Economy program logo on all marketing and communications collateral. Logos are available on our corporate web site (www.one-economy.com).
- If possible, have participants adorned in Digital Connectors apparel and finds ways to distribute program marketing materials. These items are available on the corporate web site (www.one-economy.com).



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DIGITAL CONNECTORS PROGRAM FORMS

- *Interview Guide*
- *Disciplinary Report Form*
- *Attendance Log*

Please reproduce as needed. Electronic versions are available by contacting twheatle@one-economy.com.



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PARTICIPANT INTERVIEW GUIDE

This can be asked of students or completed by them independently.

Student Name: _____

Address: _____

Phone: _____

Email: _____

Parent/Guardian Name: _____

School: _____

Grade: _____

1. Have you applied and/or interviewed for One Economy Corporation / (Partner) Digital Connectors program before? If so where?
2. How did you hear about the program?
3. Why are you interested in the program?
4. What kinds of activities are you involved in after school (sports, volunteers, and academic clubs)? Would any of these activities keep you from participating in the program?
5. How would you get to and from the program?
6. What are your career goals?

Overall student rating: _____ (from 1-6, 6 being the highest)



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PARTICIPANT DISCIPLINARY REPORT FORM

Digital Connectors: _____ Last First
Instructor filing the report: _____
Date of Incident: _____
Program Name: _____
Program Location: _____

Incident 1-Describe the Incident:

Signature of Instructor:

Signature of Participant:

Incident 2-Describe the Incident:

Signature of Instructor:

Signature of Participant:



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Incident 3-Describe the Incident:

Signature of Instructor:

Signature of Participant:

Date of Program Termination (if three or more incidents): _____

Facilitator / Instructor Signature: _____

Student Signature: _____



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DIGITAL CONNECTORS ATTENDANCE LOG

Date: _____

Program Name: _____

Program Location: _____

NAME (PRINT)	SIGNATURE
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
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16.	
17.	
18.	
19.	
20.	

Instructor Signature: _____