



Sign Up to Run a JOBZ Club

JOBZ Club DVR contact:

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Flat for teacher facilitating JOBZ Club for a minimum of 5 students*..... \$1,500.00

- 7 to 9 sessions of discussion and activities illustrating the concepts of soft skills
- Each facilitator receives "JOBZ Club in a Box"- How to Run a JOBZ Club Manual with course materials, Skill to Pay the Bills activity book, Skills to Pay the Bills Video series and supplies.

Steps in the process

1. Teacher returns Teacher Vendor application and W9 (see How to Run a JOBZ Club manual) to Jim Kreatschman at jim.kreatschman@alaska.gov
2. Teacher returns DVR/ETS Request for PETS form and DVR Release of Information (ROI) for each student enrolled in JOBZ Club (scanned is preferable). All forms should be complete, signed and arrive together.
3. Jim will issue an Authorization for Purchase (AFP). The AFP is DVR's version of a purchase order. This authorizes you to bill DVR for the JOBZ Club services you provide.
4. Teacher conducts JOBZ Club Activities following the "How to Run a JOBZ Club" manual.
5. Teacher submits one invoice along with student exit surveys (included in the manual) for each youth. Teachers participating in the JOBZ Club Pilot Project will also provide feedback on the project through a Teacher Survey.

*DVR can make exceptions for schools with smaller populations!