
YES HOST & PARTNER(S) PROFILE



SECTION ONE: GENERAL INFORMATION

This form is to be completed by the organization serving as the host entity to the YES Certification Process prior to initiating a YES Certification Process. This form will serve as a management document for the Alaska state YES certifying entity.

NAME OF HOST ORGANIZATION CONDUCTING THE YES CERTIFICATION:

CONTACT PERSON - Write first name, middle initial and last name:

ADDRESS - Write complete address including street or box, city, state and zip code:

PHONE NUMBERS - Write phone numbers indicating type of number (i.e.: Work, Cell, Home) :

FAX NUMBER:

EMAIL:

WHAT IS THE NATURE OF YOUR ORGANIZATION?

- | | | |
|---|--|---|
| <input type="checkbox"/> Private employer | <input type="checkbox"/> Government agency | <input type="checkbox"/> Charitable or volunteer organization |
| <input type="checkbox"/> Nonprofit organization | <input type="checkbox"/> Educational Agency or Institution | <input type="checkbox"/> Faith-based organization |

SECTION TWO: SIGNATURE

SIGNATURE OF CONTACT PERSON FOR HOST ORGANIZATION:

DATE:

Thank you for your participation in the YES Project. We look forward to working with you.
Please send this completed form to:
Còlleen Ward xcel@alaska.com or P. O. Box 751 - Kenai, Alaska 99611

SECTION THREE: YOUR TIMELINE

Every YES Project will look different. The following table is intended to be used as a planning tool and a means to track your progress. The activities can be changed to more accurately reflect your YES Certification Process.

- **Left column:** Sample list of those activities required to complete a YES Certification Process. Change this listing to reflect the significant activities involved in your YES Certification Process.
- **Middle column:** Write the date the activities listed in the left column are planned to be complete.
- **Right column:** Write the date the activities listed in the left column are actually complete.

ACTIVITIES	PLANNED DATE OF COMPLETION	ACTUAL DATE OF COMPLETION
Project Start Date		
Define Your YES Certification Process		
Recruit Participants		
Identify Participants Who Will Enroll in YES Certification Process		
Provide Necessary Participant Orientation and Training		
Recruit Team Members		
Provide Necessary Team Member Orientation and Training		
Begin Assessments		
Complete Participants Final Summaries		
Submit Portfolios for Certification		
Evaluate and Implement Improvements to YES Certification Program		

SECTION FOUR: YOUR PROGRAM

Provide a narrative description of your YES Project.

DESCRIBE PROGRAM, PROJECT, AND ACTIVITY(IES) WHERE YES CERTIFICATION WILL OCCUR:

DESCRIBE RESOURCES COMMITTED TO YES CERTIFICATION PROCESS:

DESCRIBE PARTICIPANTS (HOW MANY, AGES, SELECTION CRITERIA, ETC.):

DESCRIBE ANY OTHER DETAIL OF INTEREST:

SECTION FIVE: YOUR PARTNERS

Identify those primary organizations and/or individuals that contribute resources (funds, personnel, facilities, etc.) such as employers, consortia, school districts and faith-based organizations to your YES Project. If more space is needed you may cut and paste additional cells (electronic) or use back of page (hard copy).

NAME OF PARTNERING ORGANIZATION OR INDIVIDUAL:

CONTACT PERSON:

ADDRESS:

PHONE NUMBERS:

FAX NUMBER:

EMAIL:

DESCRIPTION OF CONTRIBUTION:

NAME OF PARTNERING ORGANIZATION OR INDIVIDUAL:

CONTACT PERSON:

ADDRESS:

PHONE NUMBERS:

FAX NUMBER:

EMAIL:

DESCRIPTION OF CONTRIBUTION:

NAME OF PARTNERING ORGANIZATION OR INDIVIDUAL:

CONTACT PERSON:

ADDRESS:

PHONE NUMBERS:

FAX NUMBER:

EMAIL:

DESCRIPTION OF CONTRIBUTION:

NAME OF PARTNERING ORGANIZATION OR INDIVIDUAL:

CONTACT PERSON:

ADDRESS:

PHONE NUMBERS:

FAX NUMBER:

EMAIL:

DESCRIPTION OF CONTRIBUTION:

USE ADDITIONAL SPACE AS NEEDED TO COMPLETE LISTING OF PRIMARY PARTNERS.