

## Supplement to EEO Report

At staff request this Report is being supplemented with additional information at staff request. As can be seen below, the Licensee is active in community outreach.

A revised 2020-2021 Public file Report which shows the dates of the outreach activated and the parties at the company which worked on said activities and events.

Job Fairs- Two Job Fairs were attended in 2020. The Business & Home Show (3/6-7, 2020) and The Tri-County Tech Career Fair (10/23/2020). Attached hereto is the copy of the Company poster used at the company's booth and a copy of the employment handout and job application which were available at the booth.

Shadow Day- The Licensee was a participant in the Junior Job Shadow Day which was held on March 9, 2020. This event was put on thru Bartlesville High School. Attached hereto is email confirmation of the event and the Licensee's participation.

Internships- Attached hereto is a screenshot of the Licensee's website which clearly show ongoing internship program. From 5/26 thru 8/7/2020, the Licensee hosted Trey Sumpff from Rogers State University as one of its summer interns. In March of 2020 Sawyer Brewster at Bartlesville High School began an internship but it was cut short when the local schools were shut down due to COVID-19. For year 2019-2020, the Licensee hosted C.J. Downing from Rogers State University and Shane Simpson from Bartlesville High School. Addition interns over the year 2018-2019: Jarrett Jones from Wesleyan Christian School, Daniel Fleming from Rogers State University and Calvin Johnson from Bartlesville High School. 2017-2018: Garrett Giles from University of Missouri (now the Licensee's News Director), Jacob Gailey from Caney Valley High School and John Cone from Bartlesville High School.

Scholarship Awarded. Every year the Licensee presents a scholarship to a Bartlesville High School Senior. This was given on 5/4/2020 virtually due to COVID-19. On 5/12/2021, a scholarship was awarded by the Licensee in person.

Class Days- Attached is the Class Days letter that goes out to the schools in January to get them scheduled. For Class Days, the Licensee general has tours where students come in to the studios and go on the air. As can be seen the attached email that was sent out when schools shifted to virtual or hybrid classes due to COVID-19, the Licensee utilized plexiglass, masks, Google hangout meetings and Zoom meetings to communicate with the students and produce their shows with them. Some came in person and some hosted virtually. The Licensee gets students who have an interested in broadcasting or communications and they love the hands-on experience. Last years dates for School Days were 3/28, 4/4, 4/18, 4,25, 5/9 and 5/16.

Student Tours- On 11/19/2020, the Licensee hosted the students from Barnsdall Elementary School. Student were able to go live on the air. Attached hereto is the email to the Licensee's staff giving the schedule for the day with our staff leading the kids through the various jobs at the Station. A on air sample of this visit is available upon request.

Teachers Assistance- During Summer 2020 Communications Teacher Jeri Melton (a former station employee) at Sequoyah Middle School, contacted the Licensee to develop a teaching video on broadcasting for her students. The Licensee worked with Ms. Melton on the video and she used it in the

classroom and via remote classroom lessons. Attached hereto is a thank you letter to the Licensee from Ms. Melton.

**Annual EEO Public File Report**  
**KWON-KYFM-KRIG-KPGM**

The purpose of the EEO Public File Report ("Annual EEO Report") is to comply with Section 73.2080(c)(6) of the FCC's Equal Employment Rules. This Annual EEO Report summarizes the relevant hiring and EEO outreach conducted by the Station Employment Unit that is comprised of the following stations: KWON-Bartlesville, OK and KYFM-Bartlesville, OK, KRIG-Nowata, OK, and KPGM-Pawhuska, OK, and is required to be placed in the public inspection files of these stations, and posted on their websites.

The information contained in this Annual EEO Report covers the time period beginning January 31, 2020 to and including January 31, 2021 (the "Applicable Period"). Consistent with the FCC's Rules, this Annual EEO Report contains the following information:

1. A list of all full-time vacancies filled by the Station(s) comprising the Station Employment Unit during the Applicable Period;
2. For each such vacancy, the recruitment source(s) utilized to fill the vacancy, including any such sources that have asked to receive information from the station(s) about any new job openings, which are separately identified;
3. The recruitment source that referred the Hiree for each full-time vacancy filled during the Applicable Period;
4. Data reflecting the total number of persons interviewed for full-time vacancies during the Applicable Period and the total number of interviewees referred by each recruitment source utilized in connection with such vacancies; and
5. A list and brief description of the community outreach activities, not directly related to the opening of job positions, undertaken by the station(s) during the Applicable Period.

The following sections provide the required information, and summarize the station(s) EEO efforts during the Applicable Period. This Annual Report was placed in each station's public inspection file on January 15, 2021 and posted on the stations' website, in accordance with the FCC's EEO Rules.

For the purposes of This Report, a vacancy was deemed "filled" not when the offer was extended but when the hiree accepted the job offer. A person was deemed "interviewed" whether he or she was interviewed in person, over the telephone or by e-mail.

Section 1 to  
**Annual EEO Public File Report – Full-time Job Openings Filled**  
**During the Period from January 31, 2020 to January 31, 2021**  
**Station(s) comprising Station Employment Unit: KWON-KYFM-KRIG-KPGM**

Fulltime Positions Filled by Job Title and Date Filled and Number of Interviewees from All Sources for This Position	Recruitment Source of Hiree
No Job Openings	

**Total Number of People Interviewed for All Job Positions: 0**

Section 2 to  
 Annual EEO Public File Report – Recruitment Sources  
 During the Period from January 31, 2020 to January 31, 2021  
 Station(s) comprising Station Employment Unit: KWON-KYFM-KRIG-KPGM  
 Proposed contacts, when needed:

	Recruitment Source (Name, Address, Telephone Number, Contact Person)	Total Number of Interviewees This Source Provided This Period	Full-time Positions for Which This Source Utilized
1. Media	KWON-KYFM-KRIG-KPGM On Air Ads, Tina Romine, 1200 SE Frank Phillips Blvd. Bartlesville, OK. 74003 918-336-1001 <a href="mailto:tina@bartlesvillradio.com">tina@bartlesvillradio.com</a> FAX: 918-336-6939		All Positions
	Examiner Enterprise, Classifieds, 4125 NE Nowata Rd, Bartlesville, OK 74006 FAX: 918-336-3111		All Positions
	Good News, Classifieds, 124 North State, Caney, KS 67333 FAX: 620-879-2264		All Positions
	Coffeyville Journal, PO Box 849, Coffeyville, KS 67337 FAX: 620-251-3300		All Positions
	Caney Chronicle, Emalee/Classifieds, 202 W. 4 <sup>th</sup> , Caney, KS 67333 FAX: 620-879-2855		All Positions
	Sunrise Reporter, Amity Davidson, 1200 SE Frank Phillips Blvd. Bartlesville, OK 74003 918-336-1001 <a href="mailto:amity@bartlesvillradio.com">amity@bartlesvillradio.com</a> FAX: 918-336-6939		All Positions
2.	Word of Mouth		All Positions
3.	Walk ins		All Positions
4. websites	Bartlesville Chamber of Commerce, 201 SW Keeler, Bartlesville, OK 74003 918-336-8708 <a href="mailto:reception@bartlesville.com">reception@bartlesville.com</a> Website: Oklahoma Association of Broadcasters, Nancy Struby, <a href="http://www.oabok.org">www.oabok.org</a> Website: Bartlesville Radio, Dorea Potter <a href="http://www.bartlesvillradio.com">www.bartlesvillradio.com</a> Other Websites: BEOA-linked to OAB, online contact <a href="mailto:www.careerpage@nab.org">www.careerpage@nab.org</a> , Indeed, STAA <a href="http://AllAccess.com">AllAccess.com</a>		All Positions
5.	Job Fair: OAB/Coffeyville Community College		All Positions
6.	Organizations – see attached list Workforce Oklahoma		All Positions
7.	Internships/Return Employee/Promotion		All Positions

Section 3 to  
Annual EEO Public File Report – Supplemental (Non-Vacancy Specific) Recruitment Activities  
Undertaken During the Period from January 31, 2020 to January 31, 2021  
Station(s) comprising Station Employment Unit: KWON-KYFM-KRIG-KPGM

1 – **Job Fairs:** Hosted Job Fair at Business & Home Show, Station Manager-Kevin Potter, Operations Manager- Evan Fahrbach, VP of Operations-Kaleb Potter, Sales Manager-Tami Brinkman, Business Manager-Dorea Potter and several sales staff members met with the public and future employment opportunities. March 6-7, 2020

Kaleb Potter – VP and Evan Fahrbach – Operations Manager presented at Tri County Tech Career Fair. Oct. 23, 2020

2- Awarded 1 **Scholarship** to BHS Students, May 4, 2020 – Station Manager-Kevin Potter presented the awards virtually

3 – [www.bartlesvillerradio.com](http://www.bartlesvillerradio.com) - Notice of **internship** program, ongoing, kept current by Business Manager-Dorea Potter

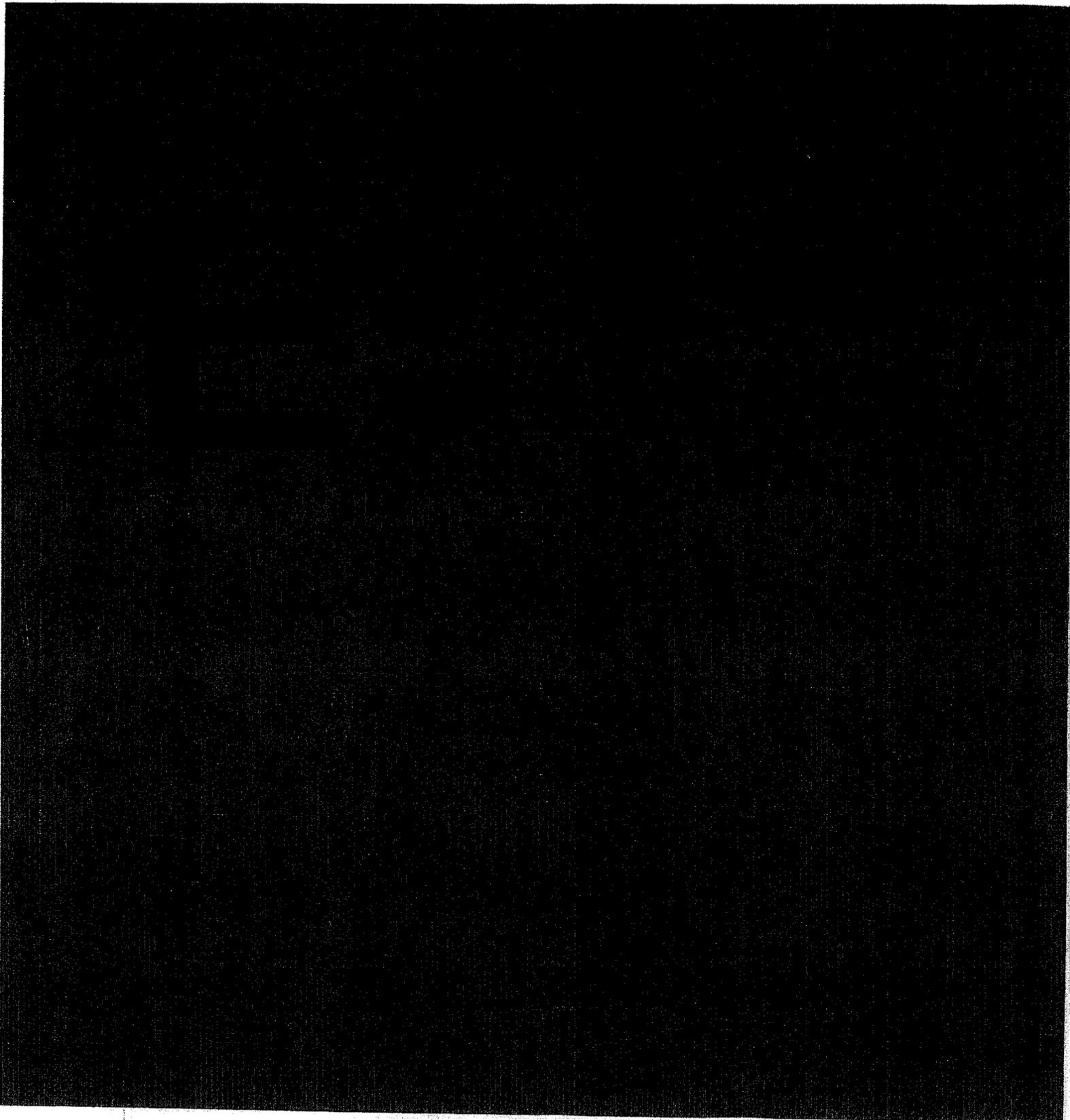
4- **Hosted Station Tours:** 1 Communications Class from Barnsdall High School. Business Manager-Dorea Potter explained **radio station operations and employment opportunities, including full-time and part-time positions** – 11/19/20

Throughout the year- Executive Producer Tom Davis interviewed guests and explained station operations and employment opportunities to the guests.

3/28, 4/4, 4/18, 4/25 5/2, 5/9, 5/16/20 Hosted 12 schools for class days spring tours. Senior students come tour the studios and go on air to recognize their fellow senior classmates, it's a practical experience where they announce songs/remember when/and honors of their fellow classmates for an afternoon.

5 – Hosted 1 Summer **Intern** from Rogers State University facilitated by Operations Manager – Evan Fahrbach and various staff members. 5/26/20-8/7/20





Bartlesville Radio  
**KWON**  
AM 1400 FM 93.3  
NewsTalk  
Oklahoma Station of the Year  
1999-2000-2003-2004-2013  
2014-2016-2018-2019

 **KYFM**  
BRIGHT STAR  
100.1  
Your Favorite Music

**KRIG**  
REAL COUNTRY  
104.9

**KPGM** 1500 AM  
99.1 FM  
SPORTSTALK

## Career Opportunities with KWON-KYFM-KRIG-KPGM

### *On-Air -*

**Announcers** - We hire full and part-time announcers to be on-air with each station. Job responsibilities include being able to read well, pronounce difficult words and names, have a friendly and pleasant disposition on-air, report news/weather/markets as needed, some writing ability, and computer skills.

**News Reporters** - These tasks are mainly handled by full-time personnel who share other responsibilities at the stations. Part-time employees may be hired to cover certain meetings, if they have strong writing skills.

**Sports Reporters** - Sports reporting is done by full and part-time employees. This requires a knowledge of sporting events, ability to report them accurately and with enthusiasm, flexible schedules, and training in broadcast equipment set-up.

### *Sales -*

**Advertising Representatives** - These positions are usually full-time, however, may be part-time under special circumstances. Sales people must be out-going, self-starters, with a drive to make many contacts a day. They are commissionable, with a guarantee and benefits. Personal transportation is used much of the time, with station vehicles available too. Integrity and a strong desire to assist the local business person is a must.

**Copywriting** - This is usually a shared responsibility of announcers or office staff. It requires creativity, accuracy, and the ability to work under deadlines. Word processing computer skills necessary.

**Commercial Production** - This is a shared responsibility of announcers and sales staff. Training done in-house on broadcast computer software.

### *Office -*

**Traffic & Billing** - This is done by full and part-time employees. Computer skills necessary with training on broadcast software. Accuracy, integrity, ability to meet deadlines are crucial in this department.

**Reception** - This is a full-time position with assistance from part-time employee and includes shared responsibilities in other area. Friendly phone skills, computer word processing, a people person to greet customers and listeners is very important.

**Public Service** - This is part-time and requires accuracy with strong word processing and Publisher design computer skills.

**Promotions** - Organizing station events is a shared responsibility between the sales staff and staff.

### *Engineering -*

**Chief Engineer** - This is a shared responsibility of station management. Major projects are outsourced to broadcast engineers with a specialty in the necessary job.

KCD Enterprises, Inc. is an Equal Opportunity Employer. For notification of job openings, go to our website: [www.bartlesvillerradio.com](http://www.bartlesvillerradio.com) and click on Employment Opportunities in lower margin.

Bartlesville Radio  
**KWON**  
AM 1400 FM 93.3  
**NewsTalk**

 **KYFM**  
BRIGHT STAR  
100.1  
Your Favorite Music

**KRIG**  
REAL COUNTRY  
104.9

**KPGM 1500**  
SPORTSTALK

# Application for Employment

*An Equal Opportunity Employer*

Date:

Name:

# Employment Application

APPLICANT INFORMATION										
Last Name		First		M.I.		Date				
Street Address					Apartment/Unit #					
City				State			ZIP			
Phone				E-mail Address						
Date Available				Social Security						
Position Applied for										
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?		YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Do you have any physical or mental conditions that may limit your ability to perform the job for which you applied?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If under 18, can you furnish a work permit?		YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Have you ever worked for this company?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?						
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain						
Are you able to travel, if required by the job?		YES <input type="checkbox"/>	NO <input type="checkbox"/>							
Have you ever been convicted of a crime, other than simple misdemeanor? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, what were the charges? Please explain. (Note: A criminal conviction will not necessarily be a bar to employment. Any relevant factors such as age at the time of the offense. The seriousness and nature of the violation and rehabilitation will be taken into account. Any such smaller should be fully explained below. Attach a separate sheet of paper if necessary). <hr/> <hr/> <hr/> <hr/> <hr/>										
EMERGENCY CONTACT INFORMATION <i>(list name of person to be notified in case of an emergency)</i>										
Last Name				First Name				Relationship		
Street Address										
City				State			ZIP			
Phone Number										
EDUCATION										
High School					Address					
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>					
College					Address					
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Other					Address					
From	To	Did you graduate?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree				
Are you pursuing a course of study now?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, enter subject & name of institution						

**PREVIOUS EMPLOYMENT** *(Please begin with your most recent employer)*

Company		Phone	
Address		Supervisor	
Your Job Title	Starting Salary	\$	Ending Salary \$
Description of your duties			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Your Job Title	Starting Salary	\$	Ending Salary \$
Description of your duties			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			
Company		Phone	
Address		Supervisor	
Your Job Title	Starting Salary	\$	Ending Salary \$
Description of your duties			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>			

**MILITARY SERVICE**

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

**Skill:**

PLEASE INDICATE SKILLS OR EQUIPMENT YOU ARE CAPABLE OF PERFORMING OR OPERATING

**OFFICE**

Equipment/ Program/Skill	Kind/Type	Speed	Yrs. Exp.	Equipment/ Program/Skill	Kind/Type	Yrs. Exp.
Computer				MS Access		
Typing				Broadcasting - Automation		
Word Processing				Broadcasting - Traffic		
MS Excel				Graphic Design		

OTHER (Summarize special skills and qualifications acquired from employment or other experiences that may qualify you for work)

**List any professional licenses, certifications, associations or societies, special accomplishments, awards.**  
(Exclude information which may reveal race, color, religion, age, national origin, sex or handicap)

**REFERENCES***Please list two persons familiar with your professional ability whom we may contact. Exclude relatives.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

*Please list two personal references who have known you for 5 years or more. Exclude former employers and relatives.*

Full Name		Relationship	
Company		Phone	
Address			
Full Name		Relationship	
Company		Phone	
Address			

**REMARKS***Please summarize any addition necessary to describe your qualifications.*

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I certify that the answers I have given to the foregoing questions and statements are true and correct, without mental reservation of any kind, and I authorize KWON/KYFM/KRIG/KPGM to verify them. If employment is obtained under this application, I will comply with all orders, rules and regulations of the company. If upon investigation, anything in this application is found to be untrue, I understand that I will be subject to dismissal at any time during the period of my employment. I understand and agree that this employment application by itself or together with other company documents, policy statements, employment manuals or other materials does not create a contract of employment between myself and KWON/KYFM/KRIG/KPGM. I understand that any employment with KWON/KYFM/KRIG/KPGM is "at will" and is not permanent in nature. Accordingly, I understand that I may voluntarily resign any employment that I may have with KWON/KYFM/KRIG/KPGM at any time for any reason or no reason whatsoever, and that KWON/KYFM/KRIG/KPGM may terminate any employment I may have with it at any time for any reason or no reason whatsoever.

APPLICANT - PLEASE SIGN AND DATE:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

KWON/KYFM/KRIG/KPGM - KCD Enterprises, Inc, is an equal opportunity employer. KWON/KYFM/KRIG/KPGM seeks and employs qualified persons in all job classification and positions without discrimination on the basis of race, color, religion, age, national origin, sex or handicap disability. Such discrimination is prohibited by law. If you believe you have been discriminated against, you may notify Federal Communications Commission or the Equal Opportunity Commission.



**AUTHORIZATION FOR KWON/KYFM/KRIG/KPGM  
TO OBTAIN EMPLOYMENT INFORMATION**

I hereby grant permission and authorization to KCD Enterprises, Inc. d/b/a KWON/KYFM/KRIG/KPGM to contact my present and former employers to obtain any and all information regarding my employment.

I release KCD Enterprises, Inc. and the other employees from any liability whatsoever in providing Information in response to these contacts.

A copy of this authorization and release shall operate as an original and constitutes full authorization for the present and former employers to provide the information to KCD Enterprises, Inc./KWON/KYFM/ KRIG/KPGM.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**EEO Data Form**

**Completion of information below is voluntary**

Note: The data requested by this form will assist us in complying with equal employment opportunity obligations, as set forth by FCC regulations. This form will be maintained in a file separate from your resume and/or Employment application. The information you provide on this form will not be available to the person who evaluates your employment application, and will not be used in any way in determining whether to offer you employment.

Name \_\_\_\_\_ Date \_\_\_\_\_

**Please indicate source of referral to KWON/KYFM/KRIG/KPGM:**

- Walk-in
- Current KWON – KYFM – KRIG – KPGM Employee
- Educational Institution
- Media Advertisement
- Other, Please Specify \_\_\_\_\_

**Race:**

- American Indian or Alaska Native
- Asian or Pacific Islander
- Black, not of Hispanic Origin
- Hispanic or Spanish-surnamed
- White, not of Hispanic Origin

**Sex:**

Male  Female



Pepi	Hodgson	Oklahoma State University	206 Paul Miller Bldg	Stillwater	OK	74078	405-744-8282	led.hodgson@okstate.edu
Jack	Smeyak	OSU School of Journalism	2025 Paul Miller Bldg	Stillwater	OK	74078	405-744-5939	
Paul	Services	OSU Tulsa	200 N Grandwood	Tulsa	OK	74106	918-594-8108	mliber@osunok.edu
Cherri	Smith	Oklahoma State Univ-OKC	901 N Portland	Oklahoma	OK	73107	405-945-8880	mjbpc@oknu.edu
Gill	Piper	Oklahoma Wesleyan University	2203 Silver Lake Rd	Bartlesville	OK	74006	918-335-6249	
Marc	Director	Ozage Nation	1339 Grandview	Pawhuska	OK	74056	918-287-2193	
Personnel	Moore	Ozage Nation/Federation	3333 Grandview	Pawhuska	OK	74056		
Ted	Weber	Resonance	1608 South Elmwood A	Tulsa	OK	74119	918-587-3888	coment@ru.edu
Nancy	Cooner	Rogers State University	1701 W Hill Rogers	Claremore	OK	74017	918-343-7670	williams@ru.edu
Cathy	Williams	Rogers State University	1701 W Hill Rogers	Claremore	OK	74017	918-343-7505	
Connie		RSU Public Television	1405 N 4th	Durant	OK	74701	580-745-2270	
RSSC-TV	Scott	SE OSU	6729 NW 35th Street	Bartlesville	OK	73008	405-491-6684	care@rsu.edu
Mike	Key	Southern Nazarene University	Nowata Rd	Nowata	OK	74006	918-345-6979	918-313-3137
Miran	Johnson	Ti County Technology Center	909 S Boston	Tulsa	OK	74119	918-585-7045	bsullivan@tlk3cc.edu
Tony	Bally	Tulsa Community College	909 S Boston	Tulsa	OK	74119	918-595-7217	kec@tlk3cc.edu
Beverly	Taylor	Tulsa Community College	909 S Boston	Tulsa	OK	74119	918-595-7170	hurd@tlk3cc.edu
Ed	Sealf	University of Oklahoma	850 Van Vleet Court	Norman	OK	73019	405-325-2721	
David	Adams	University of Oklahoma	900 Asp Ave, Ste 323	Norman	OK	73019	405-325-1974	glck@ou.edu
Kathy	Johnson	University of Oklahoma	900 Asp Ave, Ste 323	Norman	OK	73019	405-325-1974	
Kathy	Green	University of Tulsa - Career Services	800 South Tucker Dr	Tulsa	OK	74104	918-691-2549	
Rally	Alexander	University of Tulsa - Broadcast	800 S College	Tulsa	OK	74104	918-691-2549	
Mike	Mills	Women In Communications	3221 S 140th E Ave	Tulsa	OK	74134	918-691-2159	
Shari	Director	WIC/Force Connective Nation	PO Box 908	Lawton	OK	74134	918-689-2155	
Personnel	Victorin	Illinois Center for Broadcasting	530 S State Street	Chicago	IL	73502		
Donna	Clark	Futures for Tomorrow	200 Acad Pl #403 Ste	Indianapolis	IN	60605	312-884-8000 FAX 317-641-8116	deland@bc-ohio.com
Dor	Henson					67301	620-332-1226	henson@iunews@iunetmail.iun.edu
Uma								

Pam	Conline	Emmons	Rose State University	6420 SE 11 Mile	OK	73110	405-736-0272	delmon@ros.edu
		Myrick	Rose State University	6420 SE 11 Mile	OK	73110		emyle@ros.edu



**dorea@bartlesvilleradio.com**

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**From:** Dorea <dorea@bartlesvilleradio.com>  
**Sent:** Monday, December 9, 2019 12:22 PM  
**To:** 'Crestley Tyree'  
**Cc:** 'Evan Fahrbach'; 'Kaleb Potter'  
**Subject:** RE: Job Shadow Day

Hi Crestley,  
KWON KYFM KRIG KPGM would be happy to participate. We could probably best handle two students in the morning. We look forward to hearing more about it.

THANKS

Dorea & Evan

Dorea Potter

**KWON 1400/93.3 KYFM 100.1 KRIG 104.9 KPGM 1500/99.1**

[dorea@bartlesvilleradio.com](mailto:dorea@bartlesvilleradio.com)

918-336-1001 office

918-397-7388 cell

**From:** Crestley Tyree <tyreecr@bps-ok.org>  
**Sent:** Monday, December 09, 2019 10:27 AM  
**To:** shirley.washington@ascension.org; Mike.Moore@ascension.org; Brian.Lawrence@ascension.org; Paul.McQuillen@ascension.org; sam.mccullough@citychurchok.com; maclark2247@gmail.com; dorothy@sugarica.com; ljsanders@cityofbartlesville.org; lrbeeman@cityofbartlesville.org; kwilliams@cityofbartlesville.org; mihmesq@aol.com; gina.elias@att.net; kevin.buchanan@dac.state.ok.us; karen.franco@dac.state.ok.us; dorea@bartlesvilleradio.com; evan@bartlesvilleradio.com; dwolfe@suttoncenter.org; afogle@suttoncenter.org; Jessica Butler <jesslbutler@hotmail.com>; heather@adamsparc.com; krausetj@bps-ok.org; arrowheadvetdewey@gmail.com; reeniedaniel@pcapllchome.com; DrJAManley@aol.com; petcare@manleyanimalhospital.com; birki@bps-ok.org; jbennett@mybennettvision.com; jne@amblerarchitects.com; tmanning@gopatriotauto.com; PTISchool2012@gmail.com; Natalie.Clark@okdhs.org; JaniceE.Powell@okdhs.org; nikki.benson@conocophillips.com; Alex.DeLaRosa@conocophillips.com; Wayne.Smith@conocophillips.com; williamcasey@greencountryvillage.com; cfries@exceltherapyok.com; ellisb@bps-ok.org; chris@metalgoods.com; lisa@bartlesvilleuw.org; J.Terry@tbja.org; Jane.Hahn@ascension.org; raymond.a.crow@us.abb.com; lauren@laurenhaskelldesign.com; Ronda Riden <rriiden@rsu.edu>; Julie.C.Thornton@conocophillips.com; Laurie.A.Neighbors@conocophillips.com; erin.beauvais@conocophillips.com; scott.m.sabine@conocophillips.com; charles.t.ames@conocophillips.com; christopher.w.north@conocophillips.com; janette.y.reynolds@conocophillips.com; rob.smelser@conocophillips.com; jsmuninger@cityofbartlesville.org; mrmcgill@cityofbartlesville.org; christinatate@tateboys.com; wcema401@gmail.com; vcallaghan@bartlesvillecommunitycenter.com; rrc@amblerarchitects.com; dw@spiritchurch.com; laura@bartlesvillecf.org; Joyce Nickels <nickelsjv@bps-ok.org>; mjohnson.peakrehab@gmail.com; imnotjune@msn.com  
**Subject:** Job Shadow Day

Hello! Thank you for this opportunity to hear about our brand new, upcoming Junior Job Shadowing Day. With the ICAP (Individual Career and Academic Plan) school initiative, students are required to complete a service learning or work-based learning activity. We want to provide all BHS Juniors the chance to complete this requirement by offering a

day to job shadow at a local business. Work experiences like this are extremely beneficial and helpful for students when deciding what career path they want to pursue. We would love to establish a partnership with you. Juniors recently took the ASVAB test (Armed Services Vocational Aptitude Battery). The results of this test focus on what types of careers best match their aptitudes. Their Job Shadow placements will be based off their career interest results. Please contact me if you are interested in participating. Also, please consider the number of students that you would allow to job shadow at your site.

**Event Details:**

Date: Monday, March 9, 2020

Duration of Students at Your Site: This is completely up to your site. Preferably students would be job shadowing for half a day. BHS will accommodate whatever time works best for you and your site and we will communicate those times with the students, parents and teachers.

Student Expectations: Students must complete an application process at school and meet eligibility criteria. Students are expected to be respectful of all site employees, other students and site property. Students are expected to listen and participate in discussions and activities. Students will agree to be evaluated by the site and to complete an evaluation of the site.

Site Expectations: Site will provide information to students about the types of careers their site offers, qualifications/education/training of employees, overview of benefits and pay, describe what an average day looks like, allow Q & A time for prepared student questions, provide a tour, etc.

Suggestions for Business on Schedule that Day: Introductions, talk about what types of personality/character traits are best for that career, information about site (as mentioned in Site Expectations), tour, observe and/or participate in a job task, Q & A. More suggestions will follow.

We appreciate your time and consideration and look forward to hearing from you!

Sincerely,  
Crestley Tyree  
[TyreeCR@bps-ok.org](mailto:TyreeCR@bps-ok.org)  
918-336-3311 x1047

—  
**Crestley Tyree**  
School Counselor  
Bartlesville High School  
918-336-3311 ext. 1047



## Employment - PUBLIC FILE

KWON KYFM KRIG KPGM are equal opportunity employers and dedicated to providing broad outreach regarding job vacancies at the stations. KCD Enterprises, Inc., licensee of your Bartlesville stations, and Potter Radio LLC, licensee of KPGM, are seeking help of local organizations in referring qualified applicants to our stations. Organizations that wish to receive our vacancy information directly from us should contact Dorea Potter, by calling 918-336-1001, 1-800-749-5936 faxing the request to 918-336-6939 or e-mailing [dorea@bartlesvillerradio.com](mailto:dorea@bartlesvillerradio.com) (<mailto:dorea@bartlesvillerradio.com>).

### Current Employment Opportunities:

We are also taking Applications for:

- Part-time Announcers/Engineers for Weekends/Evenings/Ball games - Board Operators
- Student Internships are also available for 2021.

*ongoing*

- KGGF KQQF KUSN News Director Position [Click Here \(/caffeine/uploads/files/images/PR/News%20Director%204\\_21\\_21.pdf\)](#) for more information

Applications are available at our studios at 1200 SE Frank Phillips Blvd or click Employment Application below.

### Federal Communication Commission Public File Annual Reports:

<a href="#">2016 EEO File (/caffeine/uploads/files/EEQ/2016%20Annual%20EEO%20Report.pdf)</a>	<a href="#">2017 EEO File (/caffeine/uploads/files/EEQ/2017%20Annual%20EEO%20Report.pdf)</a>
<a href="#">2015 EEO File (/caffeine/uploads/files/EEQ/2015%20Annual%20EEO%20Report.pdf)</a>	<a href="#">2018 EEO File (/caffeine/uploads/files/EEQ/EEQ%20Annual%20Public%20File%20Report%20Jan%202019.pdf)</a>
<a href="#">2014 EEO File (/caffeine/uploads/files/EEQ/2014%20Annual%20EEO%20Report.pdf)</a>	<a href="#">2019 EEO File (/caffeine/uploads/files/images/PR/2019%20Annual%20EEO%20Report.pdf)</a>
<a href="#">2013 EEO File (/caffeine/uploads/files/images/PR/EEQ%20Annual%20Public%20File%20Report%20Jan%202013.pdf)</a>	<a href="#">2020 EEO File (/caffeine/uploads/files/images/PR/Annual%20EEO%20Public%20File%20Report.pdf)</a>
<a href="#">2012 EEO File (/caffeine/uploads/files/EEQ/2012%20EEO%20Report.pdf)</a>	

### KWON-KYFM-KRIG-KPGM Employment Application:

Employment Application [\(/caffeine/uploads/files/images/PR/KCD%20Employment%20application%20final-2018-merged.pdf\)](#)

Send completed applications to: PO Box 1100, Bartlesville, OK 74005,

drop by 1200 SE Frank Phillips Blvd., Bartlesville,

or upload your resume and completed applications here:

Attach to this e-mail (<mailto:dorea@bartlesvillerradio.com>)

### PUBLIC FILE

Public File for KWON (<https://publicfiles.fcc.gov/am-profile/kwon>)

Public File for KYFM (<https://publicfiles.fcc.gov/fm-profile/kyfm>)

Public File for KRIG (<https://publicfiles.fcc.gov/fm-profile/krig-fm>)

Public File for KPGM (<https://publicfiles.fcc.gov/am-profile/kpgm>)

FCC's "The Public and Broadcasting" publication: [http://www.fcc.gov/mb/audio/decdoc/public\\_and\\_broadcasting.pdf](http://www.fcc.gov/mb/audio/decdoc/public_and_broadcasting.pdf) ([http://www.fcc.gov/mb/audio/decdoc/public\\_and\\_broadcasting.pdf](http://www.fcc.gov/mb/audio/decdoc/public_and_broadcasting.pdf))







January 13, 2020

«School\_»  
«address\_»  
«citystatzip»

Dear Principal/Senior Class Sponsor:

Happy New Year! We would like to salute your senior students with the Class Days programming again this year. We would like to have 4 students that would like to become DJ's for the afternoon. They will have the opportunity to learn how to use the microphones, boards, pick their own music (tastefully), dedicate songs to students, couples, teachers, etc. They can talk about their high school journey, share accomplishments, funny stories and highlight each of their classmates, via the attached form. The students may bring their phones, .mp3 files, or CD's, as a music source. Explicit lyrics are prohibited, we tell the students Grandma will be listening, make her proud! We would like to offer your school, Saturday, «Date\_» on «Station\_». If there is a problem with this date, please contact me to make necessary changes.

The students should prepare to stay for up to four hours. We like to have the kids here at noon for pizza and soda and to get acquainted with our staff before their show begins. We prefer to have two students at a time on the air, however they can break it up however they would like. It's their show!

We would like to mention each student in the graduating class so it is important that you have ALL senior students, fill out an information sheet like the one enclosed, or one of your own. (We recommend doing this in their English classes) Have your representatives bring ALL the sheets with them, as they will read them throughout the afternoon. We would like to know AT LEAST two weeks ahead of your Class Days who will represent the school, then we can promote your Class Day ahead of time.

We archive each school along with a picture of the students on our website, bartlesvillerradio.com under the ON DEMAND tab. If students want to listen and aren't in the area, they can listen on a smart phone. We have a free app, under Bartlesville Radio. They will then choose: «Station\_». We also will stream the program from our website, so it can be listened to on a computer, as well. Please send names as soon as they are selected. Call us at 918-336-1001 or email: [tina@bartlesvillerradio.com](mailto:tina@bartlesvillerradio.com). We hope this will be a very memorable event for everyone. If you or your students have any questions, please contact me via email or call me directly at 620-988-0003.

We appreciate you and your administration for making a difference in the lives of our young people. Please help us keep the public informed about what is going on at your school. We look forward to having your student representatives as "D.J's" for a Day on «station».

Sincerely,

Tina Romine  
KWON/KYFM/KRIG/KPGM Radio

Please return this form to STATION or [tina@bartlesvilleradio.com](mailto:tina@bartlesvilleradio.com) as soon as your representatives are selected:

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1: School: «School\_»  
2: Date of Show: «Date\_»  
3: Coordinator:  
4: Coordinator Contact Info:

Additional representatives:

5:  
6:

As the students will be traveling to the station on their own behalf please provide a contact phone number for that Saturday for someone we can contact if the students are not here on time or do not show up for some reason. We need to make sure they are ok: (responsible student or Administrator)

**Saturday phone contact – NAME:** \_\_\_\_\_ **Cell Phone** \_\_\_\_\_  
(If there is a last minute change in people, please give us a call.)

Emailed  
3/13/20

Dear Counselors, Senior Sponsors & Principals,

With the current health situation being of great concern, we wanted to take a moment to let you know that Class Days WILL take place, however we are not certain how your school year will end. Several schools have extended their spring breaks and several more have canceled sporting events. We are taking precautions and keeping our staff informed to keep everyone healthy. We would like to welcome your kids and keep a sense of normalcy. We know that they have missed out on some recent activities and we do not want them to miss this opportunity. If you have not chosen your students to represent the senior class, as of yet, we encourage you to do so and give us their contact information as well. Please have your students go ahead and fill out the senior salute sheets so we may be prepared if the need arises. If you have any questions or concerns please call us at 918-336-1001 or Tina at 620-988-0003.

Sincerely,

## Tina Romine

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**From:** Chance McGill <cmcgill@barnsdallschools.org>  
**Sent:** Wednesday, April 22, 2020 9:44 AM  
**To:** tina@bartlesvilleradio.com  
**Subject:** Re: Checking In

I am good. Very excited for Friday. I've been working on a playlist and I have everybody's information who wanted to participate. I'll see you Friday!

On Wed, Apr 22, 2020 at 8:21 AM [tina@bartlesvilleradio.com](mailto:tina@bartlesvilleradio.com) <[tina@bartlesvilleradio.com](mailto:tina@bartlesvilleradio.com)> wrote:

Hello Chance,

I wanted to check in and make sure you are good with everything and ready for Friday. If you have any questions please call/text or email me.

Thank you so much,

Tina

620-988-0003

## Tina Romine

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**From:** Gabriella Ratzlaff <gabbyratzloff@gmail.com>  
**Sent:** Thursday, April 30, 2020 7:53 PM  
**To:** tina@bartlesvilleradio.com  
**Subject:** Wesleyan Christian School Senior Playlist

Hi Tina,

I am excited to be a part of this experience. I hope that this will cover the amount of songs you are needing.

### Senior Playlist:

Remember- Bryan & Katie Torwalt  
See a Victory- Elevation Worship  
Belong To you- Iron Bell Music  
Canvas and Clay- Pat Barrett  
Way Maker- Leeland  
Death Was Arrested- North Point Worship  
Christ Be Magnified- Cody Carnes  
10,000 Reasons- Matt Redman  
Not Today- Hillsong UNITED  
Oceans-Hillsong UNITED  
Graves Into Gardens- Elevation Worship  
Sing to Me of Heaven- Acapeldridge  
Faithful- Erik Nieder  
There is Hope- Colton Lane  
So Will I- Hillsong UNITED  
Shadow Step- Hillsong United  
Cornerstone- Hillsong Live  
Don't Tread On Me- We The Kingdom  
Rest On Us- UPPERROOM  
Jesus Is The Man- Kanye West  
Sinking Deep- Hillsong Young & Free  
Touch of Heaven- Hillsong Worship  
Just Jesus- Hillsong Young & Free  
Heart of God- Hillsong Young & Free  
SELAH- Hillsong Young & Free  
Spirit Lead Me- Influence Music & Michael Ketterer  
Right Here, Right Now- Red Rocks Worship  
Breathe- Influence Music & Michael Ketterer  
joy.- for King & COUNTRY  
God Only Knows- for King & COUNTRY  
You Never Let Go- Bryan & Katie Torwalt  
With You (Paradoxology)- Elevation Worship  
Good Grace- Hillsong United  
Not in a Hurry- Will Reagan & United Pursuit

Kindest Regards,



**dorea@bartlesvilleradio.com**

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**From:** dorea@bartlesvilleradio.com  
**Sent:** Wednesday, November 18, 2020 4:41 PM  
**To:** 'Kevin Potter'; 'kaleb@bartlesvilleradio.com'; 'evan@bartlesvilleradio.com'; 'tom@bartlesvilleradio.com'; 'Tami Brinkman'; 'Tina Romine'; 'Sharon Frahm'  
**Subject:** RE: Educational Tour

Just a reminder for tomorrow morning. We are expecting 4 students and the teacher. IF you have change of plans and This will NOT work for you, please let me know and we can do some changes.

THANKS

Dorea

**From:** dorea@bartlesvilleradio.com <dorea@bartlesvilleradio.com>  
**Sent:** Tuesday, November 3, 2020 11:37 AM  
**To:** 'Kevin Potter' <kevin@bartlesvilleradio.com>; 'kaleb@bartlesvilleradio.com' <kaleb@bartlesvilleradio.com>; 'evan@bartlesvilleradio.com' <evan@bartlesvilleradio.com>; 'tom@bartlesvilleradio.com' <tom@bartlesvilleradio.com>; 'Tami Brinkman' <tami@bartlesvilleradio.com>; 'Tina Romine' <tina@bartlesvilleradio.com>; 'Sharon Frahm' <sharon@bartlesvilleradio.com>  
**Subject:** RE: Educational Tour

I talked to Ms. Cargill this morning and we set Thursday, Nov. 19 as their day to come. They will be here from 9:30 to noon...then go have

a fun lunch on their own. She said they want to see/hear from different departments....as they will go back and go UTube videos to market their school, script writing, Facebook videos, etc. So I would like it if you each could help encourage and educate these Barnsdall 5<sup>th</sup> & 6<sup>th</sup> grade Gifted

and Talented students in your area of expertise. She thinks there will be 6.

9:30 – I will do a basic tour of the place and what all we do and from where

10 – Sales/Marketing – Tami

10:15 – News/Weather – Tom

10:30 KWON TV.com – Evan & Kaleb

11:00 – Web/Graphics – Tina

11:30 – Script writing – Sharon

Please confirm if this will work for you or not.

THANKS

Dorea

**From:** [dorea@bartlesvilleradio.com](mailto:dorea@bartlesvilleradio.com) <[dorea@bartlesvilleradio.com](mailto:dorea@bartlesvilleradio.com)>  
**Sent:** Friday, October 2, 2020 8:30 PM  
**To:** 'Kevin Potter' <[kevin@bartlesvilleradio.com](mailto:kevin@bartlesvilleradio.com)>; 'kaleb@bartlesvilleradio.com' <[kaleb@bartlesvilleradio.com](mailto:kaleb@bartlesvilleradio.com)>; 'evan@bartlesvilleradio.com' <[evan@bartlesvilleradio.com](mailto:evan@bartlesvilleradio.com)>; 'tom@bartlesvilleradio.com' <[tom@bartlesvilleradio.com](mailto:tom@bartlesvilleradio.com)>; 'tcargill@barnsdallschools.org' <[tcargill@barnsdallschools.org](mailto:tcargill@barnsdallschools.org)>  
**Subject:** RE: Educational Tour

Hi Ms. Cargill,

We work with many school and after school organizations for tours and educational experiences.

Just give me a call at the office next week and we can talk about what would work best for your

Students. You are also welcome to call my cell, if I happen to be out at the time.

Enjoy your weekend,

Dorea

Dorea Potter

**KWON 1400/93.3 KYFM 100.1 KRIG 104.9 KPGM 1500/99.1**

918 336 1001 office

918 397 7388 cell

[dorea@bartlesvilleradio.com](mailto:dorea@bartlesvilleradio.com)

**From:** Kevin Potter <[kevin@bartlesvilleradio.com](mailto:kevin@bartlesvilleradio.com)>

**Sent:** Friday, October 2, 2020 2:06 PM

**To:** [kaleb@bartlesvilleradio.com](mailto:kaleb@bartlesvilleradio.com); [evan@bartlesvilleradio.com](mailto:evan@bartlesvilleradio.com); [tom@bartlesvilleradio.com](mailto:tom@bartlesvilleradio.com); 'Dorea Potter' <[dorea@bartlesvilleradio.com](mailto:dorea@bartlesvilleradio.com)>

**Subject:** FW: Educational Tour

**From:** Tiffany Cargill <[tcargill@barnsdallschools.org](mailto:tcargill@barnsdallschools.org)>

**Sent:** Friday, October 2, 2020 12:36 PM

**To:** [kevin@bartlesvilleradio.com](mailto:kevin@bartlesvilleradio.com)

**Subject:** Educational Tour

Good afternoon, Mr. Potter,

My name is Tiffany Cargill, and I am a teacher at Barnsdall Elementary School. Our Gifted and Talented Education committee is currently working on scheduling learning opportunities for the upcoming school year. We have six students in fifth and sixth grade that are interested in communication through media sources. Do you have any educational opportunities or tour opportunities that might help us fill this area of interest? When looking at your website, I was interested in how many different departments worked within the station. I thought this might encourage our students to see how different degrees and backgrounds are needed and work together in a specific field or business in addition to the announcing positions.

I look forward to hearing from you.

Thank you,

Tiffany Cargill

Barnsdall Elementary

918-847-2731 ext. 110



**dorea@bartlesvilleradio.com**

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**From:** dorea@bartlesvilleradio.com  
**Sent:** Monday, July 27, 2020 2:13 PM  
**To:** 'kevin@bartlesvilleradio.com'; 'kaleb@bartlesvilleradio.com'; 'Tami Brinkman'; 'Tina Romine'; 'maryjane@bartlesvilleradio.com'; 'levi@bartlesvilleradio.com'; 'ashley@bartlesvilleradio.com'; 'sharon@bartlesvilleradio.com'; 'ty@bartlesvilleradio.com'; 'Evan Fahrback'; 'max@bartlesvilleradio.com'; 'garrett@bartlesvilleradio.com'; 'tom@bartlesvilleradio.com'; 'joe@bartlesvilleradio.com'; 'phil@bartlesvilleradio.com'; 'Tim Hazelwood'; 'amity@bartlesvilleradio.com'; 'amy@kggfradio.com'; 'taylor@kggfradio.com'  
**Subject:** Jeri filming tomorrow

Just a heads up....Jeri Melton, our former promotions director, is now a teacher in Broken Arrow. She is doing a Careers curriculum and preparing in case she needs to teach online....and she knows they can't do field trips....so, she is going places and filming. She will be coming here tomorrow and visit with many of you about what you do. If you are busy at the time, just tell her...and let her know when a good time to visit with her is tomorrow.

Smile – you're on candid camera!

Dorea

Dorea Potter

**KWON 1400/93.3 KYFM 100.1 KRIG 104.9 KPGM 1500/99.1**

918 336 1001 office

918 397 7388 cell

[dorea@bartlesvilleradio.com](mailto:dorea@bartlesvilleradio.com)

The little things you do  
are actually pretty huge.

Thank you so much for  
taking time to write  
these suggestions. We loved  
them. You really helped  
us. Thanks  
Suzanne & Mark