

February 10, 1998

MEMORANDUM

TO: Senior Continuing Education Administrators

FROM: Chuck Barham
Peggy Graham

SUBJECT: Community Service Program Report

During the Community Service Program sessions at the 1997 NCCCAEA Fall Conference in Winston-Salem, the session participants recommended that a team of CCS Community Service Program (CSP) administrators put together a document that would highlight the Community Service Program. The purpose of the document would be to share information on our most successful offerings among our peers. Eight CSP college volunteers agreed to take on this project. The team has met once and plans to draft the document at its next meeting. Current thought is that the team, serving as a panel, will present the completed document during a session at the 1998 Fall NCCCAEA conference.

To ensure that we report on the best examples of community service programs we need information from your college on your best 1996 - 97 community service offerings. Please e-mail us a list by title with a brief description of what you consider to be your ten best community service program offerings from last year. We need your response no later than Wednesday, February 18.

We look forward to hearing from you and thank you in advance for your help. If you have questions or need clarification, please do not hesitate to let us know.

c: Presidents
Elizabeth Lambert Johns

CC-98-044
E-Mail