

January 15, 1999

RESPONSE DEADLINE: January 31, 1999

MEMORANDUM

TO: Senior Continuing Education Administrator

FROM: Peggy Graham, Associate Director
Continuing Education Services

SUBJECT: Community Service Program Report

Last year, thanks to you, we were able to put together a report on Community Service Program offerings and activities for 1997. We have had so many positive comments about this report that we are working on developing a similar report for 1998.

To ensure that we continue to report on the best examples of community service programs we need information from your college on the best 1997 - 98 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 January 31.

The completed report will be presented at the Spring NCCCAEA in Asheville, NC, and copies of the report will be disseminated to each college.

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: President
Community Service Program Coordinator/Director
Elizabeth L. Johns
Charles B. Barham, III

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E-Mail
Paper Copy