



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

February 9, 2005

MEMORANDUM

TO: Presidents
Student Development Administrators
Instructional Administrators

FROM: Karen Yerby, Associate Director
Student Development Services

SUBJECT: Service Learning Workshop

In February and October of 2003, we held workshops on "Service Learning: An Active Way to Promote Student Success." These workshops focused on the "nuts & bolts" of starting a service learning program on college campuses. Because interest in these two beginning workshops was so high, we have decided to hold a Service Learning Part II Workshop. The focus of the workshop will be on sustaining the program, incorporating service learning into the classroom, and troubleshooting any problems you may be experiencing with your campus' service learning program.

The workshop will be held in the 5th floor conference room at the System Office on Wednesday, March 16, 2005, from 9:30 a.m. – 3:30 p.m. Please see the attached flyer and registration form. Space is limited to 40 participants and registration will be on a first-come basis. **Registration forms are due by March 4, 2005.**

Because part of the program will focus on troubleshooting your issues and concerns, please take a few extra minutes and complete the attached Service Learning Information Form and submit it with your registration materials.

For additional information, please contact me at yerbyk@ncccs.cc.nc.us or by telephone at 919-807-7107.

Attachments

Cc: Dr. Delores Parker
Mr. Ken Whitehurst
Ms. Wanda White

CC05-033
e-mail

**SERVICE LEARNING PART II:
"Sustaining the Program"**

**REGISTRATION FORM
March 16, 2005**

Due to limited space, we can only accommodate 40 people, so acceptance will be on a first-come, first-serve basis. **Deadline for registration is Friday, March 4, 2005.**

Date: _____

College: _____

Address: _____

ATENDEES

Name: _____

Title: _____

Telephone: _____ Email: _____

Name: _____

Title: _____

Telephone: _____ Email: _____

Name: _____

Title: _____

Telephone: _____ Email: _____

Please send forms to:

Karen Yerby, NCCCS, 5016 Mail Service Center, Raleigh, NC 27699

Fax: 919-807-7173

Yerbyk@ncccs.cc.nc.us

**Service Learning Program
Information Form**

- (1) College: _____
Contact Person: _____
e-mail: _____
Telephone #: _____
- (2) Please provide a brief description of the Service Learning (SL) program on your campus. (use additional pages if necessary)
- (3) List any problems, needs, issues, challenges, and/or concerns you are experiencing with SL on your campus. (faculty buy-in, agency recruitment, etc.)
- (4) List the number of faculty/staff and students involved in your campus' SL program.
students _____ # faculty _____ # staff _____
- (5) List the names of the community non-profit agencies your SL program is collaborating with.

Please mail this form along with your registration information to Karen Yerby, NCCCS, 5016 Mail Service Center, Raleigh, NC, or fax it at 919-807-7173. **Deadline is March 4, 2005.**