



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

March 10, 2005

MEMORANDUM

TO: Academic Excellence Award Campus Coordinators

FROM: Karen Yerby
Associate Director, Student Development Services

SUBJECT: College Banners and Flags for Luncheon

The April 27th 2005 Academic Excellence Award luncheon planning is well under way. We will continue the tradition of showcasing our campuses by displaying your college banner or college flag during the ceremony. Please send or deliver your banner or flag to me by **5:00 PM on April 18, 2005**. The banner or flag should be sent to:

Karen Yerby
Associate Director, Student Development Services
NC Community College System
5016 Mail Service Center
Raleigh, NC 27699-5016

Courier #: 56-50-00

If you plan to deliver the flag or banner, the building is located at 200 West Jones Street, Raleigh, NC. Please plan to retrieve your item immediately following the conclusion of the program on April 27, 2005. We will have staff to assist you.

Thank you.

cc: Presidents
Vice Presidents/Deans of Academic Services
Vice President/Deans of Student Development Services

CC05-056
E-mail