



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

April 24, 2008

Response deadline: IMMEDIATE RESPONSE

MEMORANDUM

TO: Holocaust Educators (Group 6)
FROM: Bob Allen
Literacy Resource Center, Basic Skills
SUBJECT: USHMM Field Experience

Congratulations and welcome to the Holocaust Educator training program sponsored by the United States Holocaust Memorial Museum and Basic Skills Department of the North Carolina Community College System Office.

We will travel from Raleigh to Washington, DC on May 20 and return on May 23. We will meet at the RDU airport at the American Airline ticket counter at 12:00 noon. After check-in, enjoy your lunch and meet for a 1:50 P.M. departure. We will return to RDU on Friday, May 23 at 4:00 P.M. The entire group of 22 will be traveling together. We will stay at the Hilton in Springfield, VA. Hotel rate is \$181.00 + 9% tax per night, single/double. We have arranged for double occupancy to lower your travel costs. The total charge in a double room is **\$295.95 per person**. A single room is **\$591.87**. **Each participant needs an individual check/credit card to pay hotel.**

The Basic Skills State Office has paid your air ticket of \$300. While the USHMM will help sponsor a few meals, you should be prepared to pay for your meals and airport parking.

This workshop will be a wonderful and meaningful teaching/learning experience that will enhance your contribution to literacy education. Our former participants had a memorable trip and created great follow-up activities. Please visit www.ushmm.org for additional information about the museum.

PLEASE REPLY IMMEDIATELY TO THIS EMAIL TO CONFIRM YOUR RECEIPT OF THIS INFORMATION. You will be contacted on May 16th, to receive further information about the trip. For immediate questions, contact Jannai Johnson at (919) 807-7185 or me at (919) 807-7144.

cc: Selected Presidents
Selected Basic Skills Directors
Dr. Randy Whitfield

S08-026
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