

August 6, 2002

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 02-04
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TO: ALL JOB CORPS NATIONAL OFFICE SENIOR STAFF
ALL JOB CORPS REGIONAL DIRECTORS
ALL JOB CORPS CENTER DIRECTORS
ALL JOB CORPS CENTER OPERATORS
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: RICHARD C. TRIGG
National Director
Office of Job Corps

SUBJECT: Job Corps/American Red Cross Partnership - Year One Evaluation
Questionnaire

1. Purpose. To gather feedback on Job Corps centers' collaborative efforts with the American Red Cross.
2. Background. On May 19, 2001, the National Community Partnership between Job Corps and the American Red Cross became official. In June of 2001, the Job Corps community received implementation kits to help put the partnership into action at the local level. The implementation kits also referenced how information would be gathered on an annual basis to evaluate the partnership and make recommendations for improvements

With the 1-year anniversary of the partnership now behind us, it is time to gather feedback on your collaborative efforts with the American Red Cross to date. Your input will be used to develop a national report on the partnership, which will include project highlights, promising practices, lessons learned, and recommendations for improvements.

To simplify the information gathering process, we have designed the attached brief questionnaire. The format of the questionnaire mirrors that of the American Red Cross Partnership Collaboration Tracking Form, which was included in the implementation kit to help members of the Job Corps community keep track of any joint Job Corps/ American Red Cross activities over the past year.

3. Action. To ensure an accurate representation of all Job Corps and American Red Cross collaborative activities over the past year, please forward this message and the attached questionnaire to the appropriate staff person to complete. The deadline for submission is Friday, September 13, 2002.

We have asked Leonard Resource Group to collect this information on our behalf. Please submit your questionnaire by e-mail to McGowaSA@jcdc.jobcorps.org, or by fax to (703) 548-8536 attention Sarah McGowan at the Leonard Resource Group. Ms. McGowan can be reached at (703) 548-8535.

4. Expiration Date. Friday, September 13, 2002

5. Inquiries. Further inquiries should be directed to Linda Marshall at (202) 693-3106, email: Lmarshall@doelta.gov, or Paul Milam at (202) 693-3119, email: PMilam@doleta.gov.

Attachment