

June 10, 2004

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 03-35
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To: ALL JOB CORPS NATIONAL 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: Leadership Launch 2004

1. Purpose. To announce plans for a national student leadership conference, Leadership Launch 2004, that coincides with the Alpha Leadership Conference.
2. Background. The National Office of Job Corps would like to take advantage of an opportunity to build on the remarkable student leadership training similar to that offered by large organizations such as Management Training Corporation (MTC) and ResCare. For the past few years, these corporations have done a tremendous job in providing leadership training for students from their centers, which coincides with the Job Corps Alpha Leadership Conference.

This year, the National Office of Job Corps is sponsoring a Department of Labor (DOL) 2-day student leadership conference for students from centers that historically are unable to participate in the MTC/ResCare training workshops. "Leadership Launch 2004" will be held in Washington, D.C. on July 27th – 28th, 2004. Staff and interns from the National Office of Job Corps will take the lead on conference workshops and a variety of recreational activities.

Centers should plan to have students arrive on Monday, July 26th, between 3 p.m. and 9 p.m. On Tuesday, July 27th, all students will be encouraged to participate in the Alpha Leadership Conference in the morning with additional opportunities for

leadership training Tuesday afternoon and Wednesday, July 28th. Leadership Launch 2004 students will depart for their home centers on the morning of Thursday, July 29th.

3. Student Attendees. Centers are invited to send three dedicated students who exhibit strong leadership potential on center and in the community. In addition, selected students should represent the diversity present on center.

4. Registration. Centers are required to register each participating student for Leadership Launch 2004. Please visit www.mpf.com/leadershiplaunch2004 to complete the online registration form by **Friday, July 2nd**.

Centers are responsible for submitting copies of both the proper parental and photo release forms for all students attending the conference. Please send these forms to:

Leadership Launch 2004
McNeely Pigott & Fox Public Relations
611 Commerce Street, Suite 2800
Nashville, Tennessee 37203

5. Logistics. Student lodging will be located at the Washington Court Hotel, 525 New Jersey Avenue, NW, Washington, D.C. 20001. McNeely Pigott & Fox will coordinate room accommodations for each student upon completion of the online registration form. Centers should not reserve rooms for students at the hotel. (Reminder: This information applies only to students attending the Department of Labor's Leadership Launch 2004. ResCare and MTC centers will register and house students from their centers and invited guest centers.)

A number of center staff attending the Alpha Leadership Conference will be asked to stay at the Washington Court Hotel to provide supervision throughout the conference between the hours of 10 p.m. and 6 a.m. During the day, these individuals will attend the Alpha Leadership Conference that will be held at the Hyatt Regency Washington on Capitol Hill.

Lodging, meals, and transportation will be provided for all students attending Leadership Launch 2004. However, centers are responsible for making student travel arrangements to Washington, D.C., and to and from the Washington Court Hotel on Monday and Thursday.

Additional information, including a conference agenda, will be sent to the field in mid-July.

6. Action. Addressees are to ensure that a copy of this Notice is distributed to the appropriate staff.

7. Expiration Date. July 29, 2004.

8. Inquiries. McNeely Pigott & Fox is assisting the National Office with registration and logistics coordination. Inquiries concerning hotel reservations or online registration should be addressed to Megan Smith at (615) 259-4000, or emailed to msmith@mpf.com. Other inquiries should be addressed to Linda Marshall at (202) 693-3106, or emailed to Marshall.Linda@dol.gov.