

February 18, 2005

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 04-18
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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: GRACE A. KILBANE
National Director
Office of Job Corps

SUBJECT: Job Corps' 40th Anniversary Awards Ceremony

1. Purpose. The purpose of this Notice is to announce Job Corps' 40th Anniversary Awards Ceremony on September 16, 2005.

2. Background. Job Corps' 40th Anniversary campaign uses a variety of tools to evaluate total campaign performance. One such tool is Job Corps' 40th Anniversary Web site. Data collection of anniversary activities is coordinated through responsible parties at the center, regional, and national levels and reported on Job Corps' 40th Anniversary Web site for evaluation by the National Office and Team 40th. 40th Anniversary efforts are evaluated in part by measuring the frequency and type of local, regional, and national activities throughout the campaign. In an effort to encourage Job Corps centers to post all scheduled and completed 40th Anniversary activities to the 40th Anniversary Web site, the National Office of Job Corps, in conjunction with Team 40th will host an awards ceremony on September 16, 2005, the last day of the 40th Anniversary Grand Finale, to honor and acknowledge the accomplishments achieved throughout the anniversary year.

Job Corps' 40th Anniversary Grand Finale will be held September 14-17, 2005. Additional information regarding attendees, hotel accommodations, and agenda will be forthcoming.

3. Award Criteria. For this awards ceremony, Job Corps centers will be divided into three categories for determining awards:

- Small Job Corps centers (320 students or less)
- Medium Job Corps centers (520 students or less)
- Large Job Corps centers (over 521 students)

Award recipients will be chosen from the Calendar of Events posted to Job Corps' 40th Anniversary Web site, specifically the outcomes portion. The 40th Anniversary Web site will be the only mechanism used in determining award recipients.

Job Corps centers can, and are strongly encouraged to post past events to the Web site Calendar of Events for award consideration.

4. Awards. Job Corps centers will have the opportunity to compete for numerous awards including:

- Outstanding "Change" Event (Quarter One)
- Outstanding "Career" Event (Quarter Two)
- Outstanding "Community" Event (Quarter Three)
- Outstanding "Character" Event (Quarter Four)
- Most Creative/Unusual Event
- Most Active Center/Most Active 40th Anniversary Point of Contact (POC)
- Most Active Region
- Most Effective Way Partnerships were used in an Event
- Regional Director's Award
- Best Overall Event

Three identical awards will be given for each award category. For example, the Outstanding "Change" Event award will be given to a small, medium and a large Job Corps center. However, in the "Most Active Region" category only one award will be given.

Award recipients will be determined by the National Director of Job Corps, National Office staff, and Team 40th.

Please review Attachment A for the award criteria. Attachment B represents the status of Web site postings as of February 8, 2005. To view the most recent status of Web site postings visit <http://www.jc40.org/report>. Please note that the status of Web site postings may change on a daily basis due to pending events being published.

5. Technical Assistance. For assistance in posting events to Job Corps' 40th Anniversary Web site, center 40th Anniversary Points of Contact (POCs) should contact their region's POC as referenced in the chart below:

Region	Point of Contact	Company	Telephone	Facsimile	Email
40 th Anniversary Project Manager	Rossalynn Abbott	Exceed Corporation	(301) 731-3790	(301) 731-3793	rabbott@exceedcorporation.com
Boston	Rosaline Myers	Exceed Corporation	(301) 731-3790	(301) 731-3793	rmyers@exceedcorporation.com
Philadelphia	Pam Wells	Decision Information Resources	(713) 650-1425	(713) 650-1576	pwells@dir-online.com
Atlanta	Michele Peden	McNeely Pigott & Fox	(615) 259-4000	(615) 259-4040	mpeden@mpf.com
Dallas	Mary Schell	Leonard Resource Group	(703) 548-8535	(703) 548-8536	mschell@lrginc.com
Chicago	Isaac Squyres	McNeely Pigott & Fox	(615) 259-4000	(615) 259-4040	isquyres@mpf.com
San Francisco	Andrea Callaman	Humanitas	(301) 608-3290	(301) 608-3296	andrea.callaman@humanitas.com

Regions and centers can also obtain technical assistance by calling the Job Corps' 40th Anniversary number at (800) 381-0981, or by emailing inquiries to jobcorps40th@exceedcorporation.com.

6. Action. All Job Corps centers should ensure that all activities are posted to the Job Corps' 40th Anniversary Web site no later than Friday, August 12, 2005 to ensure participation in the above stated awards.

7. Expiration Date. August 12, 2005.

8. Inquiries. General inquiries or comments regarding this Notice may be directed to Rossalynn Abbott at Exceed Corporation at (301) 731-3790, or emailed to rabbott@exceedcorporation.com, or Katherine Limon in the National Office of Job Corps at (202) 693-3124, or emailed to limon.katherine@dol.gov.

Attachments