

March 22, 2005

<b>DIRECTIVE:</b>	<b>JOB CORPS INFORMATION NOTICE 04-25</b>
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**TO:** ALL JOB CORPS NATIONAL OFFICE 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:** National Youth Service Day 2005

1. Purpose. To provide the Job Corps community with information and materials about National Youth Service Day (NYSD) 2005.

2. Background. NYSD is the last national community service event of Job Corps' 40<sup>th</sup> Anniversary. The event is scheduled for April 15 – 17, 2005 – the first month of the “Community” quarter. This event provides a wonderful opportunity to heighten the awareness of Job Corps and the positive impact our program has on youth in terms of academic and vocational training, life and employability skills, and volunteerism. It provides another opportunity to celebrate Job Corps' 40<sup>th</sup> Anniversary as our students give back through community service.

NYSD 2005 marks the 17<sup>th</sup> anniversary of this annual celebration of youth service and leadership and it is expected to involve more than two million young people and youth organizations across the country. Youth Service America coordinates NYSD as part of a national education campaign. The mission is threefold:

- To recognize the year-round service and volunteering efforts of young Americans;
- To recruit a new generation of participants and supporters of youth service;
- To promote young people as resources in their communities.

For the past 7 years, Job Corps has served as a national partner alongside a wide range of organizations such as America's Promise, the American Association of Community Colleges, the American Red Cross, Big Brothers Big Sisters of America, City Cares, the National Education Association and the U.S. Conference of Mayors. Last year, 10,570 Job Corps students and staff from 108 centers in 44 states, the District of Columbia and Puerto Rico participated in NYSD.

3. Action. To facilitate participation in NYSD, the National Office has prepared a resource packet, which will be mailed under separate cover via Federal Express to Regional Office staff, Center Directors, Center Operators, National Training and Support contractors, and Outreach Admissions/Career Transition Services (OA/CTS) contractors. The resource packet includes:

- a. *An NYSD Job Corps Resource Guide*, which includes:
  - A compilation of “best practices” reported by Job Corps participants from 1999 – 2004;
  - A sample Job Corps news release, media advisory template and talking points to promote the event; and,
  - U.S. Department of Labor (DOL) photo release forms for Job Corps students to sign to indicate they are willing to have their photographic likenesses used and published.
- b. A special Job Corps-specific brochure to assist with planning NYSD activities and incorporating the 40<sup>th</sup> Anniversary theme.
- c. *The National Youth Service Day Tool Kit* and a *Service-Learning Curriculum Guide*, both of which are produced by Youth Service America.

Center Directors should ensure this information and all other NYSD resource materials are provided to the person on your staff who is responsible for community relations activities.

4. Expiration date. Until superseded.

5. Inquiries. Inquiries should be made to Maria Temiquel at (202) 693-3118 or emailed to [temiquel.maria@dol.gov](mailto:temiquel.maria@dol.gov); or Sarah McGowan at Leonard Resource Group (LRG), Inc. at (703) 548-8535, or by email at [mcgowan.sarah@jobcorps.org](mailto:mcgowan.sarah@jobcorps.org). If you need additional background information on NYSD, please refer to the Youth Service America Web site at [www.ysa.org/nysd](http://www.ysa.org/nysd).