

October 6, 2005

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| DIRECTIVE: | JOB CORPS INFORMATION NOTICE NO. 05-11 |
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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: Make A Difference Day 2005

1. Purpose. To provide information and materials regarding Make A Difference Day 2005.

2. Background. Make A Difference Day, America's largest day of service, will be held on Saturday, October 22, 2005. Every year on the fourth Saturday in October, millions of Americans reach out to help others as part of this national event. The fifteenth annual Make A Difference Day has the potential to surpass last year's level of Job Corps student, staff, and partner participation. This will be the seventh year in which Job Corps has participated on a national level. Last year marked Job Corps' greatest participation in Make A Difference Day, with participation from more than 12,000 staff and students.

3. Resources. Each year, an increasing number of Job Corps centers request electronic versions of the Activity Summary form. In response to those requests, we are asking Job Corps centers to submit the results of their Make A Difference Day activities using an online Activity Summary form. This Form is available at <http://www.AdvancedSurvey.com/default.asp?SurveyID=29278>, and should be completed by November 4, 2005.

In addition, materials specific to assisting Job Corps centers can be found online on the Job Corps Community Web site at <http://jweb.jobcorps.org> for users inside the Job Corps network or from the Internet, and at the Job Corps Career Resource Center (JCCDRC) at <http://jccdrcc.jobcorps.gov>. These resources include:

- a. A downloadable or electronic pamphlet to assist with planning your Make A Difference Day project: "Job Corps' Guide to Make A Difference Day 2005."
- b. A list of best practices submitted by Job Corps Make A Difference Day participants 1999-2004.
- c. News releases and media advisory templates, as well as talking points to promote the event to media outlets in your area.
- d. U.S. Department of Labor (DOL) photo release forms for your students to sign that indicate their permission to have their photographic likeness used and published.

In a separate mailing, you will receive the official Make A Difference Day brochure created by the Make A Difference Day partners (produced by USA WEEKEND and the Points of Light foundation, with support from Paul Newman). The collection of information in this year's pamphlet serves as a valuable guide, so please use it to help plan your activities.

4. Action. Center Directors should ensure that this information and all other Make A Difference Day resource materials are provided to the staff that handles community relations activities so that planning may begin as soon as possible.
5. Expiration date. Until superseded.
6. Inquiries. Inquiries should be directed to Dennis Johnson at (202) 693-2876 or e-mailed to [johnson.dennis@dol.gov](mailto:johnson.dennis@dol.gov), or Sarah McGowan at (703) 548-8535 or e-mailed to [MADD@lrginc.com](mailto:MADD@lrginc.com). If you need additional copies of the official Make A Difference Day pamphlet, call the Make A Difference Day hotline at (800) 416-3824. Other useful information is available at [www.makeadifferenceday.com](http://www.makeadifferenceday.com), and specific questions about Make A Difference Day can be e-mailed to [diffday@usaweekend.com](mailto:diffday@usaweekend.com).

#### Attachments

- A – Job Corps' Guide to Make A Difference Day 2005
- B – Make A Difference Day 2005 Media Guide
- C – Make A Difference Day 2005 Best Practices
- D – Sample Job Corps News Release for Make a Difference Day 2005
- E – Consent for Use and Publication of Information