

March 29, 2006

DIRECTIVE:	JOB CORPS INFORMATION NOTICE 05-28
-------------------	---

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 2006

1. Purpose. To provide information and materials about National Youth Service Day 2006.
2. Background. National Youth Service Day (NYSD) is scheduled for April 21-23, 2006, and is the largest service event in the world. This event provides a wonderful opportunity to heighten the awareness of Job Corps and the positive impact the program has on youth in terms of academic and vocational training, life and employability skills, and volunteerism. It provides an opportunity to organize and highlight Job Corps students' efforts to give back through community service.

NYSD 2006 marks the 18th anniversary of this annual celebration of youth service and leadership and 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 NYSD 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; and to promote young people as resources in their communities.

For the past 8 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, 10,914 Job Corps students and staff from 114 centers in 47 states, the District of Columbia, and Puerto

Rico participated in NYSD.

3. Resources. To facilitate your participation in NYSD, materials created specifically to assist with planning your event can be found online on the Job Corps Community Web site at <http://jcweb.jobcorps.org>. These resources include:

- A *NYSD Job Corps Resource Guide*, which includes:
 - A compilation of “best practices” reported by Job Corps participants from 2000-2005;
 - A sample Job Corps news release, media advisory template, and talking points to promote your event; and,
 - U.S. Department of Labor (DOL) photo release forms for your students to sign that indicate they are willing to have their photographic likeness used and published.
- A downloadable or electronic brochure entitled “Job Corps’ Guide to National Youth Service Day” to assist with planning NYSD center activities
- The *National Youth Service Day Tool Kit* and a *Service-Learning Curriculum Guide*, which are both produced by Youth Service America, will be mailed via Federal Express to Regional Office staff, Center Directors, Center Operators, Outreach and Admissions/Career Transitions Services (OA/CTS) contractors, and national training and support contractors.

3. Action. Center Directors should ensure that this information and all other NYSD resource materials are provided to the person on staff who handles community relations activities so that planning may begin as soon as possible.

This year, the National Office of Job Corps began collecting service activity results online. We are asking each Job Corps center to submit the results of its NYSD activities using an online Activity Summary Form. The form can be found at www.AdvancedSurvey.com. Once you have reached the Advanced Survey site, type in the survey code **36071** in the box on the lower right of the Web page. In order to compile the national and regional reports, Job Corps centers must complete the Activity Summary Form **no later than May 8, 2006.**

Once you have begun entering information into the survey, you must complete it. Please plan on dedicating 30 minutes to the survey process. If for some reason you were unable to complete the survey once you started the process, you may have to re-enter the survey Web site from another computer and begin the process again. It is recommended that you complete the survey well in advance of the May 8, 2006, deadline in case you experience any technical difficulties.

4. Expiration date. Until superseded.

5. Inquiries. Inquiries should be directed to Dennis Johnson, at (202) 693-2876, or e-mailed to johnson.dennis@dol.gov or Amanda Hess at LRG, Inc., at (703) 548-8535, or e-mailed to ahess@lrginc.com. Additional information on NYSD is available on the Youth Service of America Web site at www.ysa.org/nysd.

Attachments

A – Job Corps National Youth Service Day Best Practices

B – Job Corps' Guide to National Youth Service Day 2006