

September 26, 2007

DIRECTIVE:	JOB CORPS INFORMATION NOTICE NO. 07-08
------------	--

TO: ALL JOB CORPS NATIONAL OFFICE STAFF  
ALL JOB CORPS REGIONAL OFFICE STAFF  
ALL JOB CORPS CENTER DIRECTORS  
ALL JOB CORPS CENTER OPERATORS  
ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS  
ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: ESTHER R. JOHNSON, Ed.D.  
National Director  
Office of Job Corps

SUBJECT: Make A Difference Day 2007

1. Purpose. To provide information and materials about Make A Difference Day 2007.
2. Background. Make A Difference Day, America's largest day of service, will be held on Saturday, October 27, 2007. Every year on the fourth Saturday in October, millions of Americans reach out to help others as part of this national event. The 17th annual Make A Difference Day has the potential to surpass last year's level of student, staff, and partner participation. This will be the 9th year in which Job Corps has participated on a national level. Last year more than 10,316 Job Corps staff and students participated in this event.
3. Resources. We are asking each center to submit the results of Make A Difference Day activities using an online Activity Summary Form. The form can be found at [http://www.surveymonkey.com/s.aspx?sm=kk56JXIJwU\\_2fh0DLPoBV4kA\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=kk56JXIJwU_2fh0DLPoBV4kA_3d_3d). Click on the link, or copy and paste the entire link into your browser's address window. To permit compilation of national and regional reports, centers must complete the Activity Summary Form **no later than Friday, November 9.**

**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 are unable to complete the survey once you start 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 November 9 deadline in case you experience any technical difficulties.

Attached to this Information Notice are the following:

- Electronic brochure to assist with planning your Make A Difference Day project: Job Corps' "Guide to Make A Difference Day"
- News release and media advisory template, as well as talking points to promote the event to media outlets in your area
- U.S. Department of Labor photo release form for your students to sign to indicate their permission to have their photographic likeness used and published

Additional planning materials and assistance can be found at the resources below:

- [www.makeadifferenceday.com](http://www.makeadifferenceday.com)
- E-mail: [diffday@usaweekend.com](mailto:diffday@usaweekend.com)
- Toll-free hotline: (800) 416-3824

4. Action. Center Directors should ensure that this information is provided to the person on your staff who handles community relations activities so that planning may begin as soon as possible. Addressees are to ensure that this Information Notice is distributed to all appropriate staff.

5. Expiration date. Until superseded.

6. Inquiries. Inquiries should be directed to Lawrence Lyford at (202) 693-3121 or [lyford.lawrence@dol.gov](mailto:lyford.lawrence@dol.gov).

#### Attachments

A – Sample Job Corps News Release for Make A Difference Day 2007, Media Advisory Template, and Job Corps Talking Points for Media Questions/Interviews

B – Consent for Use and Publication of Information (Job Corps form)

C – Guide to Make a Difference Day 2007