



February 3, 2010

DIRECTIVE:	JOB CORPS PROGRAM INSTRUCTION NO. 09-32
-------------------	--

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: LYNN A. INTREPIDI
Interim National Director
Office of Job Corps

SUBJECT: American Recovery and Reinvestment Act (ARRA) Toolkit

- Purpose.** To inform Job Corps staff about available American Recovery and Reinvestment Act (ARRA) outreach materials.
- Background.** The National Office of Job Corps developed an ARRA toolkit for Job Corps staff to use during outreach and education. The toolkit includes electronic versions of marketing materials, templates, and logos – all the basic materials Job Corps staff need to communicate Job Corps’ green efforts with prospective students, parents, employers, or community leaders.
- Toolkit Materials.** The following materials are included in the ARRA toolkit and are designed for use by outreach and admissions (OA), career transition services (CTS), business and community liaison (BCL), and other pertinent Job Corps staff.

Item	Intended For Use By
1. Template Letters	
a. Community/Green Organizations Letter	BCL
b. School Counselor Letter	OA
c. Employer Template Letter	CTS
2. PowerPoint Presentations	

a. Student PowerPoint	OA
b. Employer/Community Organizations PowerPoint	CTS, BCL
3. One-Pagers	
a. Job Corps Staff One-Pager	All Job Corps staff
b. Outreach and Admissions One-Pager	OA
c. Career Transition Services One-Pager	CTS
d. Student One-Pager	Instructors, CTS
e. Business Community Liaison One-Pager	BCL
4. ARRA/Job Corps Logos and Letterhead	OA, CTS, BCL

4. Action. All of these pieces can be accessed online at the Job Corps Community Web site, which is accessed via Citrix. On the Community Web site home page, select Promotional Materials, then Job Corps ARRA Toolkit. A document that provides instructions for using each individual piece – the ARRA Toolkit Instructional Guide – is also available on the site. Staff members will be able to download the materials for electronic use, or for print on either an office or professional printer.

5. Expiration Date. Until superseded.

6. Inquiries. Inquiries about the contents of this toolkit should be directed to Linda Marshall (marshall.linda@dol.gov), Maria Temiquel (temiquel.maria@dol.gov), or Mandy Hickey (hickey.mandy@dol.gov).