

February 12, 2010

DIRECTIVE: JOB CORPS PROGRAM INSTRUCTION NO. 09-33
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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: The American Recovery and Reinvestment Act *Earth Day Every Day*
 Programming Booklet

1. Purpose. To inform Job Corps staff about the programming booklet created for the *Earth Day Every Day* initiative and funded through the American Recovery and Reinvestment Act (ARRA).
2. Background. As part of Job Corps' green initiatives and projects funded by ARRA, the National Office of Job Corps is placing a priority on making centers more environmentally friendly, and giving staff and students opportunities to participate in activities that support an environmentally friendly world through the *Earth Day Every Day* initiative. The National Office developed an electronic programming booklet to help Job Corps staff carry out *Earth Day Every Day* activities on centers. The programming booklet seeks to reinforce the *Earth Day Every Day* initiative through encouraging staff and students to incorporate environmental stewardship throughout their centers and communities. The booklet will serve as a guide for activities that all centers will plan and carry out during the week of Earth Day, April 19 through April 23, 2010. These activities will promote an understanding of concepts and actions that are integral to the success of the green economy, like renewability and sustainability. The programming booklet provides all of the necessary information and tools to plan your center's activities – a calendar, suggested materials, activity instructions, and a budget (contractor-operated centers only).
3. Programming Booklet Contents. The following activities, which are outlined in the programming booklet, are designed to help staff and students share each center's green practices with potential students, employers, and community partners. The booklet also includes information about the *Earth Day Every Day* poster series, as well as items you will need to purchase for activities during the week.

<u>Activity</u>	<u>Activity Date</u>
Earth Hour	March 27
Recycling Mania!	April 19
What's Your Green Style?	April 19
Go Green Fair	April 20
Photo Scavenger Hunt	April 21
How Much Energy Are You Using?	April 21
Planting a Tree on Center	April 22
Path to a Greener World	April 22
Show Your Green Spirit	April 22
<i>Earth Day Every Day Rally</i>	April 22
Freestyle Friday	April 23

4. Reference. Information Notice 08-48, Green Initiatives and Projects Funded Through the American Recovery and Reinvestment Act.

5. Action.
 - a. The booklet is available online at the Job Corps Community Web site, which is accessed via Citrix. (Click on ARRA at top left of the site's home page.) Staff members will be able to download the booklet for electronic use or print.

 - b. Appropriate staff members should share this information with other staff and students on center to facilitate the implementation of the programming booklet activities. Each center should have a team of students and staff members who will plan, support, and monitor activities.

 - c. Each contractor-operated center has a budget of \$2,800 to assist with preparation and execution of the week's activities. This budget has been allocated to center operators from ARRA funds and should only be used to purchase activity supplies outlined in the booklet, as well as to procure a tree and tree marker for your center.

 - d. The National Office expects each contractor-operated center to use the designated ARRA funds efficiently, track them judiciously, and provide the best possible experience for all participating. Thoroughly reviewing the material and using the tips and tools provided will help staff accomplish this.

6. Expiration Date. Until superseded.

7. Inquiries. Inquiries about the programming booklet should be directed to Justin Meeks at meeks.justin.l@dol.gov, or ojc.arra@dol.gov.

Attachment

Earth Day Every Day Programming Booklet 2010