

MEMORANDUM

TO: Tina Bersano, Pinconning Area High School
Bill Harris, Garber High School
Edward Clements, Western High School & Central High School
Catie Isola, John Glenn High School
Randy Rogers, Valley Lutheran High School
Matt Felan, All Saints High School

FROM: Griff Acker, John Callahan, Ralph Knop, Dee Dee Wacksman

DATE: November 5, 2013

SUBJECT: **2014 Rotary Vocational Days – REMINDER**

Listed below is the proposed schedule for the Rotary Vocational Days. If there is a conflict, please notify Ralph or John

- November 2013 - Reminder of vocational day dates
- December 2013 - Start providing forms to Rotarians & notify restaurant of dates
- January 2014 - Reminder memo on schedule
- January 14, 2014 - Last date for Rotarians to turn in forms
- January 22, 2014 - Lunch meeting to distribute available positions among counselors
12:15pm
- February 26, 2014 - Cut-off date to trade unused positions with other counselors
- March 3, 2014 - Counselors inform Griff or Ralph number of students to participate each day

- March 3, 2014 - All forms forwarded to employers taking students &
Notify restaurant anticipated number of students for each day
- March 11, 2014 - Rotary Vocational Day**
- March 25, 2014 - Rotary Vocational Day**
- April 16, 2014 - Recap meeting with counselors and scheduling for 2015
12:15pm

Please call or fax any comments you may have to Griff (989.684.5922) or John (989.662.4464) or Ralph (phone - 989.697.3299, fax - 989.697.8660) or Dee Dee (989.892.1136)

RJK:cst

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