

From: Paul de Dios
To: managers
CC: Porter, Deidre; Shocklee, Marion
Date: 3/18/2010 12:50 PM
Subject: Summer 2010 Orientations
Attachments: Orientation Sign up by Managers.xls

Dear All:

Kris Nelson and I are soliciting interest to conduct the general overview session of new student orientations. Similar to last summer, counselors will conduct the counseling breakout session after the general overview. We have over 60 orientations for Summer 2010. For those of you interested, Deidre Porter, Counseling Department Coordinator, will conduct training on the following dates in CCC-215 (Large Conference Room):

Monday, April 26th 9:00am-10:00am
Wednesday, April 28th 10:00am-11:00am
Thursday, April 29th 11:00am-12noon
Friday, April 30th 9:00am-10:00am

If you would like to sign up for the training (refresher training is available at the same time), email me by April 1st. For those who participated last year and do not need the refresher training, let me know what orientation dates/times you would prefer after you review the attachment.

With the devastating reduction to the Matriculation budget, we need your help more than ever this year.

Hope you can help us out.

Thanks,
Paul and Kris