November 16, 2002

MEMORANDUM

TO: College and Departmental Representatives for Service Activities to K-12 Schools
FR: Samuel S. Snyder, Associate Dean for Research and Graduate Studies
College of Education
RE: Reports on K-12 Service Activities, Fall 2001

This memorandum is to announce the due date and provide the form necessary to prepare the Activity Reports on Service to K-12 Schools for the Fall Semester 2002. Along with this memo, attached in MS Word format are a copy of the form to report each activity and a set of instructions for completing the form.

Please make copies of the reporting form as needed, including the instructions, to distribute to your faculty members. **Now is the time to submit reports of activities conducted from July 1, 2002 to December 31, 2002.**

If in your unit these data are collected and compiled in a spreadsheet, or if it is your practice to compile a summary spreadsheet, please feel free to send that spreadsheet via email in lieu of the individual report forms for each activity, provided that it contains the same information.

Please remember that ALL school systems are now included in the reporting process.

Please send reports via email [irene_weaver@ncsu.edu] or through campus mail [address below] by December 20, 2002.

Irene Weaver  
College of Education Dean’s Office  
Box 7801  
NC State CAMPUS

Thank you for your attention to this important component of the University service mission.

cc: Provost Cooper  
Vice Chancellor Jones  
Deans Bartley, Brady, Fletcher, Godfrey, Malecha, Masnari, Moore, Nielsen, Oblinger, and Solomon