

(6/3)

ATLANTA URBAN CORPS

30 COURTLAND STREET, N.E. / PHONE [404] 524-8094/ ATLANTA, GEORGIA 30303

Dear Intern Supervisor:

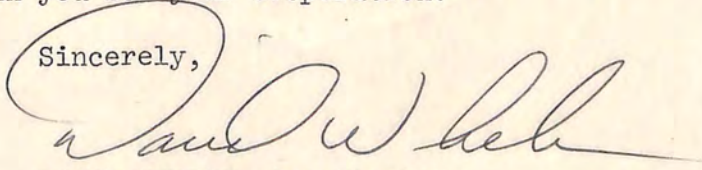
I am writing regarding the Atlanta Urban Corps Summer Internship Program.

Information on time cards, payroll procedures, evaluation procedures and other specific aspects of the program including a Supervisor's Handbook will be presented at the Internship Supervisor's Meeting, Tuesday, June 3, 1969. The meeting will be held in the Urban Corps Office, 30 Courtland Street, N. E. (Old Municipal Auditorium), at 3:30 p.m. Attendance at this meeting is mandatory in order to successfully perform as an Internship Supervisor.

Our placement is nearly completed, so you should be contacted soon by your prospective Interns for an interview. During your interview, you must approve the assignment by signing the Internship Assignment Form which the Intern will bring with him. We are enclosing a blank sample form for your information. Some Interns may contact you before our meeting on June 3. In such cases you may not be able to answer specific questions concerning procedures. The starting date for your Internships will be June 16.

If you have any problems or questions, please call on me or Mr. Sam Williams at the Urban Corps office. Thank you for your cooperation.

Sincerely,



DAVID WHELAN, Coordinator
Internship Development

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