



FOUNDATION *for* CALIFORNIA
COMMUNITY COLLEGES

*Benefiting, Supporting, and Enhancing
the California Community Colleges*

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August 18th, 2017

Dear Amrik Johal,

Thank you for submitting a letter of intent to participate as a member placement site for the California Community Colleges Student Ambassador Program.

On behalf of the Foundation for California Community Colleges, **I'm pleased to provisionally invite your college to serve as an AmeriCorps member placement site for the 2017-2018 academic year.** Participating in the California Community Colleges Student Ambassador Program will be dependent on the final stages of the Foundation's contracting with California Volunteers, the program's funder, and your college's responses to the actions requested below. I thank you for submitting a thoughtful application, as we will use the information provided to complete the final stages of the contracting process.

Action Needed: Live Scan

It is required that **each staff member who works on the project completes and passes a live scan background check in advance of the project's start.** Billing to the grant award cannot begin until this step is complete. Please note, even if you have completed a live scan before, you must complete another one for this project.

1. Please identify the program supervisor(s) (two (2) if your college is placing students in both health and wellness and work-based learning) and one (1) data administrator supporting the program. Each staff member must return the two (2) attached forms to begin the live scan process. **Please submit these forms by August 31, 2017 to hr@foundationccc.org under the subject line "CCC Student Ambassador Program."**

Next Steps

A member of our project team will contact you with next steps, including information about:

- finalizing the award amount
- executing an MOU
- recruiting members
- travel arrangement instructions for an upcoming mandatory program supervisors training

Thank you again for your willingness to serve as one of the pilot colleges in this exciting new project designed to bolster the California Community Colleges' capacity to help students overcome barriers to

completing college and prepare for careers. We look forward to working with you over the course of the pilot period, building a learning community, and deepening our partnership.

Warm regards,

A handwritten signature in black ink that reads "Keetha Mills". The script is fluid and cursive, with the first name "Keetha" and last name "Mills" clearly legible.

Keetha Mills
President and CEO
Foundation for California Community Colleges