



December 29, 2008

Dear Prospective Volunteer:

For the past 22 years, students from High Schools in the Philadelphia area and Colleges from Pennsylvania have emerged to Philadelphia to experience the Fattah Conference on Higher Education and we would like you to participate in that experience.

This year's 23rd Annual Graduate Opportunities Conference will be held from Thursday, February 5th through Monday, February 9th at the Sheraton Philadelphia City Center Hotel located at 17th and Race Streets, Philadelphia, Pa.

Volunteers are needed to assist in various duties for this event. We are looking for individuals, who do not mind working and utilizing skills in the following areas:

- Assist with registration on each day.
- Distribute registration materials to students.
- Monitor workshops.

A brief volunteer orientation will be held @ 6:00 PM on February 4th, 2009 at the Sheraton Philadelphia City Center in Logan's 1 on the lobby level.

If you are interested in participating in this experience please contact our Volunteer Coordinator – Sandra Marigna at (215) 472-2500 or 267-231-9104.

Thank you in advance for your time and support.

Sincerely,

Karen E. Nicholas

Karen E. Nicholas
Conference Director



February 5 - 9, 2009
 The Sheraton Philadelphia City Center Hotel
 17th & Race Streets, Philadelphia, PA

Volunteer Registration Form

Name: _____

Address: _____

Telephone No.: _____ Cell Phone No. _____

Email Address: _____

Please indicate availability:

<u>DAY/DATE</u>	<u>TIME</u>	<u>RESPONSIBILITIES</u>
____ Thursday(2/05/09)	7:00 AM – Noon	Registration and workshop monitors
____ Thursday(2/05/09)	Noon – 6:00 PM	Registration and workshop monitors
____ Friday (2/06/09)	Noon – 6:00 PM	Registration and workshop monitors
____ Saturday (2/07/09)	7:30 AM – Noon	Registration and workshop monitors
____ Saturday (2/07/09)	2:00 PM –5:30 PM	Workshop monitor
____ Sunday (2/08/09)	7:00 AM – Noon	Registration and workshop monitors
____ Sunday (2/08/09)	Noon – 6:00 PM	Registration and workshop monitors

I plan to attend the following meals:

Thursday, February 5th:

____ *Lunch*

Friday, February 6th:

____ *Dinner*

Saturday, February 7th:

____ *Breakfast* ____ *Lunch* ____ *Dinner*

Sunday, February 8th:

____ *Breakfast* ____ *Lunch* ____ *Dinner*

PLEASE return COMPLETED FORM by 01/16/09 via fax (215.472.2440) to:

**Ms. Sandra Marigna
 EAA/FCOHE
 4548 Market Street, Suite LL04
 Philadelphia, PA 19139**

Please direct any questions and/or comments to Ms. Sandra Marigna at 215.472.2500/ 267.231.9104 or Ms. Sharon Diggs at 215.472.2500.