



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

H. Martin Lancaster, President

February 13, 2008

RESPONSE DUE MARCH 19, 2008

MEMORANDUM

TO: Presidents
FROM: H. Martin Lancaster
SUBJECT: North Carolina Community College System
Academic Excellence Awards Luncheon

We are finalizing the details for this year's *North Carolina Community College System Academic Excellence Awards Luncheon*, which is scheduled for **Wednesday, April 16**, at the Hilton North Raleigh. As I mentioned to you in previous correspondence, this is a unique opportunity for the Community College System to showcase its students and their academic achievements, as well as to highlight the work that the colleges do each and every day.

We hope that all 58 institutions will take advantage of this grand occasion to join your community college family in celebrating and recognizing our students' academic accomplishments across the state. We ask that you send your college banner again this year. Further information about the banners will be forthcoming. The flags and banners contribute a great deal to the festive atmosphere of the event. If all colleges participate in the awards luncheon, the estimated total expense to each college will be \$520 – \$170 for the college's two award recipients and \$350 for the 10 individuals invited to the luncheon (\$35/person). Legislators invited to attend the awards luncheon should be included as part of your ten (10) invitees. **Please note that no state funds are to be used for the event.**

INVITATIONS

Enclosed are ten (10) invitations and ten (10) reply cards for you to send to your invitees. Please note that the invitations are not addressed. However, the reply cards have your college's return address posted. The invitations have a response date of March 3 for your invitees to respond. Once you know who will represent your college, please complete the attached registration form identifying the individuals who will be attending the *Academic Excellence Awards Luncheon* and submit it, along with your payment, to Ms. Helen McCrimmon by **March 19**.

We are looking forward to shining a spotlight on our honor students and are pleased to celebrate the success of our System. If you have any questions about the event, please contact the committee co-chairs: Stephanie Deese at (919) 807-7159, fax (919) 807-7169, e-mail deeses@nccommunitycolleges.edu or Wanda White at (919) 807-7104, fax (919) 807-7164, e-mail whitew@nccommunitycolleges.edu.

HML/SD/bl

Enclosures

c: Dr. Delores Parker, Vice President
College Chief Academic Officers
College Public Information Officers
College Student Development Administrators

CC08-041
Paper Copy
Email

MAILING ADDRESS: 5003 MAIL SERVICE CENTER ~ RALEIGH, NC 27699-5003

Street Address: 200 West Jones ~ Raleigh, NC 27603 ~ 919-807-7100 ~ Fax 919-807-7164

AN EQUAL OPPORTUNITY EMPLOYER

North Carolina Community College System Academic Excellence Awards Luncheon
 Wednesday, April 16, 2008
 Hilton North Raleigh, Raleigh, NC

REGISTRATION FORM

DUE MARCH 19, 2008

Submitted by: _____

Name

College

College contact person: _____

(e-mail address)

Please list the individuals planning to attend the Awards Luncheon. For accurate printing of name badges, please TYPE or PRINT the following information.	
NAME	COLLEGE OR GROUP REPRESENTED <small>(e.g., legislators, award recipient, student adviser, trustee chair, family of award recipient, college president, faculty, or others)</small>
1.	(Student Award Recipient)
2.	(Student Award Recipient)
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

REGISTRATION FEE

Award Recipient Fee: \$170.00 per college (each college may select two recipients). This fee covers the cost of the two award recipients' lapel pin, engraved plaque, and coffee mug. Luncheon fee not included.

Luncheon Fee: \$35.00 for each individual - each college may invite up to 10 individuals, which includes the two award recipients for a total of \$350.00.

Total Expense: \$520 (includes 2 award recipients and 8 guests)

Total Amount Enclosed: \$ _____

(If possible, please submit one institutional check to cover the total cost for all individuals listed above.)

Make check(s) payable to: North Carolina Community College Foundation

(No state funds may be used for this event)

Mail this completed form, with the registration check(s) before March 19, 2008, to:
 Helen McCrimmon
 Business and Finance Division
 North Carolina Community College System Office
 5013 Mail Service Center
 Raleigh, NC 27699-5013