



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
*R. Scott Ralls, President*

**Due Date: September 16, 2008**

September 3, 2008

**TO:** Senior Continuing Education Administrators  
**FROM:** Barbara Boyce, State Director of Continuing Education  
**SUBJECT: Survey – Community Service Program**

Several colleges have asked that I put together a document that highlights best practices, innovative programs and cultural events that are being offered through the Community Service Program. To honor this request, I am asking colleges to complete the attached survey.

We ask that the survey be sent back by September 16, 2008, so that the information can be compiled and presented at the NCCCAEA Spring Conference in September. Please note that a final report will be sent to all colleges as a numbered memorandum and posted on our website.

If you have questions, please call me at (919) 807-7158 or send an email to [boyceb@ncccommunitycolleges.edu](mailto:boyceb@ncccommunitycolleges.edu).

BAB/ji  
Attachment

c: Presidents  
Community Service Coordinators/Directors

CC08-201  
E-Mail

# Community Services Program (CSP) - Survey

College \_\_\_\_\_

(print full name)

1. Please list the contact information of the person you want listed on the Community Service Program directory.

Community Service Program Contact Name	Area Code	Phone Number	Extension

2. Please share your most popular courses/events that you offer through your Community Service Program. You can also attach your latest schedule or other print media to this survey.

Course Title/Name of Event	Schedule Hours	Average Cost	Target Audiences

3. What are your thoughts, issues, challenges, and/or concerns about the Community Service Program?
  
  
  
  
  
  
  
  
  
  
4. Describe and/or attach any other pertinent information that highlights the Community Service Program at your college.
  
  
  
  
  
  
  
  
  
  
5. We would like to invite several colleges to participate in the NCCCAEA session on the Community Service Programs. If you would like to participate with a 5 minute presentation, please indicate here.

Complete this form and send it as an e-mail attachment or mail to:

Joann Ingoglia

Program Assistant, Continuing Education

5003 Mail Service Center ~ Raleigh, NC 27699-5003

[ingogliaj@ncccommunitycolleges.edu](mailto:ingogliaj@ncccommunitycolleges.edu)

919-807-7223 (Phone)

**Please return by September 16, 2008**