

# The Federal CIOs Job Shadow Days

## Response/Commitment Form

Count me in! I would love to volunteer for the CIOs Job Shadow Day(s) on

\_\_\_ Friday, February 2, 2001 \_\_\_ Wednesday, May 16, 2001 1-4pm .

I look forward to being shadowed by a Washington D.C. area high school student. I am willing to commit at least three hours of my time to provide a student(s) with hands-on experiences and information about the requirements, responsibilities, benefits, and challenges of my job as he/she observes me at my work site.

Name:  Job Title:

### Brief Description of Responsibilities:

Name of Business/Organization:

Street Address:  Suite/Rm#

City:  State:  Zip Code:

Business Phone#:  Business Fax #:

Business E-Mail Address:

Number of Students you will host:  Host times  to  (i.e. 10am to 2pm)

Will you be providing lunch for the students?  Yes  No

Directions to the work site (from the nearest Metro or other local landmark. A separate page may be attached if helpful/needed.)

### Name and Phone # of a Second Contact Person

Name:  Phone#:

### Name and Phone # of an alternate volunteer in case I am unable to keep the commitment:

Name:  Phone#:

---

Please complete this Response/Commitment Form and return it to Charles Thomas, via E-Mail "eastern\_high\_jpa@hotmail.com" or fax number (202) 927-6797. Please make every effort to E-Mail or fax your form by **Friday, January 12, 2001**. Thank you for your interest in, and commitment to, the education and enrichment of our young people.