




OFFICE OF THE DIRECTOR

UNITED STATES  
OFFICE OF PERSONNEL MANAGEMENT  
WASHINGTON, DC 20415-0001

OCT 29 2004

MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

FROM: KAY COLES JAMES  
Director 

SUBJECT: Presidential Classroom -- Call for Volunteer Instructors  
for the Year 2005

President George W. Bush has challenged all of us to commit at least two years of our lives to the service of others. The 2005 Presidential Classroom Volunteer Instructors Program provides Federal workers an opportunity toward meeting this goal. I am an avid supporter of volunteer programs, such as Presidential Classroom, and encourage Federal employees to participate in teaching our young citizens about the realities and benefits of Government service.

Presidential Classroom is a nonpartisan, educational organization, which provides the nation's most promising high school student leaders an opportunity to participate in a dynamic study of American Government, current issues, and the inner workings of the Federal Government. Since its inception in 1968, the program has relied on a corps of volunteer instructors from the Federal Government who, with agency support, have contributed a full week of their professional and personal time to this effort.

Volunteer instructors offer important insights into the workings of their organizations. Through their interaction with the students, they showcase Federal Government as an employer that offers challenging and cutting-edge career choices that cannot be found anywhere else. The students learn firsthand of major initiatives in government and see how they too can contribute to their communities and country in a meaningful way. This increases the likelihood that these students will pursue Federal employment opportunities after college or at some point in their careers.

Presidential Classroom will provide training, materials, hotel room and meals, and a certificate of participation to those who serve as volunteer instructors. Presidential Classroom will also award 100 hours of service towards the USA Freedom Corps lifetime goal of 4,000 service hours to anyone who serves as a Presidential Classroom Volunteer Instructor.

The 2005 program's week-long sessions begin on January 15, 2005, and continue through July 16, 2005, with 15 different weeks from which to choose. The deadlines for submitting volunteer instructor applications are November 15, 2004 (for the winter sessions) and April 4, 2005 (for the summer sessions). Applications received after these

dates will be considered on a space available basis. The attached material describes the program and the duties of a Presidential Classroom Volunteer Instructor. Please provide this information to interested employees in your agency.

For more information, please contact Janet Hoag, Dean and Vice President of Presidential Classroom on (703) 683-5400 or 1-800-441-6533. You can also send an e-mail to [Instruct@presidentialclassroom.org](mailto:Instruct@presidentialclassroom.org) or visit the Website at <http://www.presidentialclassroom.org> to take advantage of this professional development opportunity.

cc: Human Resources Directors

Attachments