



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, May 7, 2001
MSG 2001-038

MEMORANDUM FOR: Human Resources Directors

FROM: Richard A. Whitford, Acting Associate Director For Employment

Subject: Urban League Summer Youth Program

The Urban League is again sponsoring two DC-area summer development programs for selected disadvantaged youth. The U.S. Office of Personnel Management is co-sponsoring these efforts.

In addition to other activities, about 200 young people between the ages of 14 and 19 will work half-time from July 9th through 13th, and/or from August 6th through 10th, 2001, at participating agencies. The program gives agencies the opportunity to promote public service careers and to take part in better preparing the students for eventual entry into the world of work.

This year, I also encourage you to seek opportunities to support the initiative to recruit students with disabilities. In hiring disabled students, you will benefit from a motivated and determined pool of young individuals who enhance and expand the diversity of our workforce.

The League administers the programs, prepares all necessary paperwork, maintains records, and pays each summer youth an \$85.00 per week honorarium to defray their expenses.

If your organization would like to host one or more students for either or both 20-hour segments, please fax your request directly to the Greater Washington Urban League at this number: (202) 265-9878. That office must receive your request by June 22, 2001.

The following information should be included in your fax response:

- Number of youths proposed for each of the two segments
- Worksite supervisors' names and locations
- Telephone and fax numbers
- Where youth should report and under what conditions
- Hours of duty during each one-week program

Worksite supervisors will be responsible for maintaining time sheets provided by the League. Each participating student must sign in and out during the 20-hour tour for the course of the week. Worksite supervisors will forward the completed time sheets to the League by the close of business on the Monday following each tour of duty.

Worksite supervisors are also invited to attend a two-hour coordinator's training workshop before the first tour of duty. Attendance is necessary to ensure that all program objectives are met. If you have any questions about the program, please call Ms. Yvonne Merryweather at the League, at (202) 265-8200 (extension 258) to leave a message.

Thank you very much for your support of this important program.