

Junior Achievement
of Wisconsin, Inc.

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November 18, 1998

Mr. Ken Atkins
M & I Bank
770 N. Water Street
Milwaukee, WI 53202

Dear Mr. Atkins:

On behalf of Junior Achievement of Wisconsin, **welcome** to a winning volunteer team! We appreciate your commitment to helping area students prepare for their future.

As we discussed, your next step is to attend an orientation session. You chose the following date. Should your schedule change, please call. For your convenience, enclosed is a map.

Tuesday, November 24th
2:00-4:00 PM
Junior Achievement Office
6924 N. Port Washington Road

This meeting will provide you with program materials, teaching tips, classroom scenarios and time to meet other program volunteers like yourself. Following are the specifics of your class:

Teacher: Virginia Miller
School: Happy Hill Elementary
Address: 7171 W. Brown Deer Road
Phone: 354-8010
Theme: Our Family, 1st grade

It is essential that you establish contact with your teacher to discuss class characteristics and schedule visits within one week of orientation. Thanks again for your commitment to the future! We look forward to seeing you! Feel free to contact me if you have any questions or concerns throughout your experience.

Sincerely,

LaShanna Brown
Program Manager

LB/jaw

Secretary/Volunteer New F 98
July 29, 1998