

CITY OF LOS ANGELES

CALIFORNIA



DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

334-B EAST SECOND STREET
LOS ANGELES, CA 90012

TELEPHONE: (213) 485-1360
TOLL-FREE: 3-1-1
FAX: (213) 485-4608
E-MAIL: done@lacity.org

LISA W. SARNO
INTERIM GENERAL MANAGER

ARTURO PIÑA
ASSISTANT GENERAL MANAGER
www.LCityNeighborhoods.com

BOARD OF NEIGHBORHOOD COMMISSIONERS

TSILAH BURMAN
DANIEL GATICA
EUN SOOK LEE
REV. DR. LEWIS LOGAN
LINDA LUCKS
DIANE MIDDLETON
MICHELE SIQUEIROS

BIANCA VITE
COMMISSION EXECUTIVE ASSISTANT
TELEPHONE: (213) 485-1360

ANTONIO R. VILLARAIGOSA
MAYOR

Dear Community Member:

On behalf of the Department of Neighborhood Empowerment and the 86 Neighborhood Councils in Los Angeles, I would like to request the participation of your agency in soliciting and/or providing volunteers at our 2007 Congress of Neighborhoods.

The Congress will be held on Saturday, April 21st at The Westin Bonaventure Hotel and Suites, 404 S. Figueroa Street, Los Angeles, CA 90071 from 6:30AM to 3:00PM. The event theme is: ***"One City – Many Neighborhoods Working Together."*** It is estimated that nearly 2,000 Neighborhood Council leaders, community members and organizations will be in attendance throughout the day to attend workshops and networking sessions. Any number of volunteers that your organization can enlist to assist our staff during this event would be greatly appreciated.

Enclosed are flyers for posting, as well as a list of responsibilities that the volunteers may be assigned to that day. We are asking that volunteers be at least 18 years of age. Volunteer workers may choose to work one of two shifts: Morning Shift from 6:30 AM to 11:00 AM including breakfast or the Afternoon Shift 11:00 AM to 3:30 PM including lunch.

Upon receipt of your confirmation for volunteer services, you will be sent the orientation and work schedule; directional maps and parking passes. If you wish to view the Congress program, please visit our website at www.lacityneighborhoods.com.

As always, we appreciate your consideration and assistance in this effort. Should you have any questions, please contact Lisette Covarrubias or Melvin Cañas of our staff at (213) 485-1360 or via email at lissette.covarrubias@lacity.org or melvin.canas@lacity.org.

Very truly yours,



ARTURO PIÑA
Assistant General Manager

AP/lc