



MITCHELL J. LANDRIEU
LIEUTENANT GOVERNOR

State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

ANGÈLE DAVIS
SECRETARY

MATTHEW A. JONES
UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 04-052

November 1, 2004

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries

FROM: Mary V. Gloston
Human Resources Director

SUBJECT: Lunch & Learn Workshop

Holiday Safety Awareness
David Vincent, Master Instructor
Sarah Bailey, Senior Instructor
Friday, November 19, 12:00 pm - 1:00 pm
State Library Seminar Center, Room 124

As the holidays approach, we will be spending more time than usual shopping for gifts. Unfortunately, the likelihood of being victimized increases as the holidays draw near. Learn how to avoid becoming a victim this Holiday Season by attending the upcoming Lunch & Learn workshop with David Vincent. In addition to safety awareness, David's mission is providing life skills and character development to his students.

Those interested in attending this workshop, may register on Channel Z or complete the attached registration form and submit it to the Human Resources Office no later than 2:30 p.m. on Tuesday, November 16, 2004. Lunch will be catered by Subway, but you must provide your own soft drink. We encourage you, to pay by check or with exact change. ***Cancellations must be phoned in to us at (225) 342-0880 before the deadline, or the reservation will be considered a guarantee of payment.***

Should you have any questions or cancellations, please contact Desha Walden at (225) 219-9453, or via email at dwalden@crt.state.la.us.

Attachment

Please Post and Circulate

Holiday Safety Awareness Registration Form

Name _____
(Please Print)

Department _____ Phone # _____

_____ **Include me in the Bag Lunch for \$5.00** (*Price includes 9% tax.*)

*** **NOTE:** If you are unable to attend after making a reservation and fail to notify us, please understand that we must consider this registration a guarantee for your payment.

Lunch Choices from Subway:

All lunches include a 6" sub, bag of chips, and a cookie.

_____ **Turkey** on wheat dressed with lettuce, tomato, mustard and mayonnaise, baked lays and a cookie.

_____ **Club** - ham, turkey and swiss on white dressed with lettuce, tomato, mustard and mayonnaise, regular lays and a cookie.

_____ **Roast Beef** on white dressed with lettuce, tomato, mustard and mayonnaise, regular lays and a cookie.

Payment Choice:

_____ My check for the lunch amount payable to **Subway** is attached. (Please be sure your check includes your address, home and work telephone number, and driver's license number.)

_____ I will pay at the meeting.

OR

_____ I will attend the presentation but will not participate in the lunch.

Signatures:

EMPLOYEE _____ **Date** _____

SUPERVISOR _____ **Date** _____