

This is a sample memo to Service Club Presidents requesting their assistance in spreading the word about the program.

MEMORANDUM

To: Battle Creek Area Service Club Presidents

From: Kathy Perrett, Battle Creek Area Chamber of Commerce

Date: January 25, 2000

Re: *2000 Series of the Public Service Candidate School*

Enclosed are flyers the Battle Creek Area Chamber of Commerce is using to promote its *Public Service Candidate School*. The Chamber's *Public Service Candidate School* will offer participants the opportunity to be introduced to, and gain a working knowledge of, the local political process as it relates to school board, county and township positions. **I would appreciate it if you could share the enclosed flyers (feel free to make additional copies) with members of your organization or other individuals who may be interested in running for public office.**

Should you have any questions or receive inquiries regarding the *Public Service Candidate School*, please refer them to me at the Chamber office, 962.4076. I would be happy to provide them with more information.

Thank you very much for your assistance.