

This is a sample memo that was sent to our current elected officials informing them about the program. A copy of the flyer was also enclosed as a matter of courtesy.

MEMORANDUM

To: County Board of Commissioners Chair
County Sheriff
County Prosecutor
County Treasurer
County Clerk-Register
County Administrator (not elected)
County Chief Deputy Clerk of Elections (not elected)
Township Supervisors

From: Kathy Perrett, Battle Creek Area Chamber of Commerce

Date: February 16, 2000

Re: 2000 Series of the Public Service Candidate School

The Battle Creek Area Chamber of Commerce will be holding its 2000 Series of the *Public Service Candidate School*. The Chamber's *Public Service Candidate School* offers participants an 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 wanted to share this information with you as well as make you aware of this opportunity. Enclosed is the flyer the Chamber is using to promote its five free sessions. Feel free to make copies of this flyer and share it with others who may be interested in public service. 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.

Thank you very much.