

Letter of Intent
Reading First Professional Development
Summer Academies

Yes, we are willing to assist Just Read, Florida! by acting as a convener for the Reading First Professional Development Summer Academies in 2003.

Please complete and return the attached letter of intent via E-mail to (with hard copy with original signature to follow):

Christy Hovanetz
Director of Reading First
Just Read, Florida! Office
Florida Education Center, Room 1402
Tallahassee, Florida 32399
Christy.Hovanetz@fldoe.org

The favor of a reply is requested by **January 29, 2003**. If you have questions, please call Christy Hovanetz or Barbara Elzie at 850.921.9969.

Contact Person:

Sponsoring Agency: (i.e.: school district, university, community college, Area Center, Educational Consortia or other agency.)

Address:

Telephone number:

E-mail address:

Convening site information: (If different from the address above)

Statements of Agreement

1. We agree to act as the fiscal agent for expenses incurred as a result of convening *Reading First* Professional Development Summer Academies.
2. We agree to use the curriculum and professional developers provided for the Summer Academies.
3. We agree to provide Academy space that will accommodate 160 educators including one common space for 160 and four meeting rooms seating 40 classroom style.

4. We agree to provide on-site support for registration, trouble shooting and audiovisual equipment (including an LCD projector, laptop computer, screen, VCR, monitor, speakers/audio (and microphone in large room) in each meeting room.
5. We agree to act as a convener for at least two summer academies, if needed.

Sponsoring Agency Representative Signature

Please circle or highlight dates available. Please note that you will not be asked to convene for all the dates circled. This information allows us some flexibility in the planning process.

Dates available in June:	
<i>Monday through Thursday</i>	<i>Tuesday through Friday</i>
June 2-5, 2003	June 3-6, 2003
June 9-12, 2003	June 10-13, 2003
June 16-19, 2003	June 17-20, 2003
June 23-26, 2003	June 24-27, 2003
Dates available in July:	
<i>Monday through Thursday</i>	<i>Tuesday through Friday</i>
July 7-10, 2002	July 8-11, 2003
July 14-17, 2003	July 15-18, 2003
July 21-24, 2003	July 22-25, 2003
July 28-31, 2003	July 29-August 1, 2003
Dates available in August:	
<i>Monday through Thursday</i>	<i>Tuesday through Friday</i>
August 4-7, 2003	August 5-8, 2003

Thank you in advance. We truly appreciate your willingness to support *Reading First* Summer Academies. We look forward to working with you on this exciting venture!