

MEMORANDUM

from: Paul Gallagher, Principal
to: All Faculty and Staff Members

date: March 15th, 1978

RE: 10th ANNIVERSARY CELEBRATIONS 1978-79

The members of the Planning Committee for Capilano's 10th Anniversary wish to invite all staff and faculty members to share in the special events for 1978/79. It is proposed that the majority of these events will be held within departments, spaced throughout the year from September 1978 to May 1979.

The committee is interested in being advised whether you, as employees of the college, have any suggestions for unique and special ways to mark the occasion within your area.

There will be modest financial support available to help fund special projects (through donations and grant requests), so it will be appreciated if you could indicate whether your idea will incur any cost above the normal resources of the college.

Should your department wish to submit a proposal, please send it to the Principal's office by April 14th so it can be considered for the next meeting on April 17th. The proposal should include an outline of the idea, an approximate date, and anticipated budget required.

