**Youth Programs Assistant Update April 8, 2014**

**Submitted by: Maddie Wallace**

* alphabetized and organized the filing cabinet
* printed, photo copied and proof read documents
* continued filling out the Mark Mahovlic Scholarship Spread Sheet and depositing the donations
* updated the website and Facebook page
* issued charitable receipts and letters to donors
* designed posters
* assisted Riley in sorting through the Grant Applications and filling in the spread sheet regarding them
* picked up and mailed letters
* phoned the Heritage Inn about the Gala
* put together information packages
* finishing Riley’s sentences when she’s tired

My next 3-4 shifts will be my last here at CDCF as the School Works program ends on April 20th. After my winter semester is over at the end of April, I will be going to Europe from May 11th – June 15th. If possible, I would love to work here in the summer when I get back, but if not, I will definitely apply here again in the fall if the board decides to hire a student again through School Works. For now, I would like to say that I have loved working here, and that it was an honor to meet all of you.