

September 6, 2013

Dear faculty and staff members,

The Purdue family has had a tremendous impact on the Greater Lafayette area over the years by volunteering time and talents to countless organizations and causes. I encourage you to continue that tradition, particularly in areas that help young people toward success in the classroom and ultimately in a university environment.

The University has once again pledged to support a joint venture by Greater Lafayette Commerce and the United Way aimed at making a difference in a child's education.

The Read to Succeed initiative is designed to place volunteers in the classrooms of local elementary schools to help struggling students become more proficient. Volunteers will donate an hour of time each week to work with an individual child.

The University is granting employees compensated time off to volunteer, including an hour for actual tutoring and 30 minutes travel time. It will be possible for two employees to work with a student in alternate weeks. The commitment is for the entire elementary school academic year.

Experts in our own College of Education agree that poor reading ability in the early grades is clearly linked to high school dropout rates and that systematic, early intervention is critical when students are experiencing difficulty. As the area's largest employer and a proud community partner, we are pleased to join Greater Lafayette Commerce and the United Way in this tremendous effort.

In order to avoid significant impact on departmental function, supervisors have discretion to control the volunteer time. Employees who would like to participate should:

- Review the specific volunteer opportunities at the [Read to Succeed](#) website.
- Discuss their plan to volunteer with their supervisor.
- Register to volunteer with the selected school on the [Read to Succeed](#) website.
- Complete the Purdue University [Read to Succeed Participant form](#) (pdf).
- Submit their completed form to HRITS/FREH.

If you have questions about the process, please feel free to contact [Employee Relations](#).

I encourage you to consider this volunteer opportunity, and in helping us make our community an even greater place to live, work and learn.

Sincerely,



Mitchell E. Daniels Jr.