

July 7, 1982

Ms. Nancy Basmajian
Director, Junior ACYOA
828 Brighton Street
Philadelphia, Pa. 19111

Dear Nancy:

Please develop within the next ten (10) days in a very practical and realistic manner the SHORT-TERM and LONG-TERM goals of your department.

It would be most appreciated if your report consisted of a maximum of two (2) typewritten pages.

Your report should encompass how the short-term goals will synchronize with the long-term goals and also the amount of additional funds and personnel that may be required to attain these goals if any.

Please give the content of your report utmost serious consideration as this information will be used as a guide for our future planning and progress.

Upon receiving and reviewing your report a conference date will be scheduled so we may discuss the material submitted.

Your prompt reply will be most appreciated.

Yours truly,

Frank Avakian Stoneson
Executive Director