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VOLUME 1 : NUMBER 1 : NOVEMBER 4, 1983

Welcome to the first edition of the weekly VVI newsletter!

This is your vehicle for conveying:

messages
concerns
announcements
information
peeves
and

other sundry communications to all V.V.I. employees!!

It will be published at the beginning of each week and if you have a communication that you would like to have reach all employees, just forward your request to Delphia Johnstone by Wednesday at 15:00 to have it included in the following week's issue.

The first message to be relayed by this means is to pose the question of what this paper should be named. Just what should it be called???? Here is your chance for VVI immortality (no prizes, no money - just immortality) for naming this newsletter!

A compendium of submissions will be published, with the most popular one becoming the headline! To register your suggestion, just forward your ideas to Delphia (either in person or via her mailslot) by Wednesday, November 9!

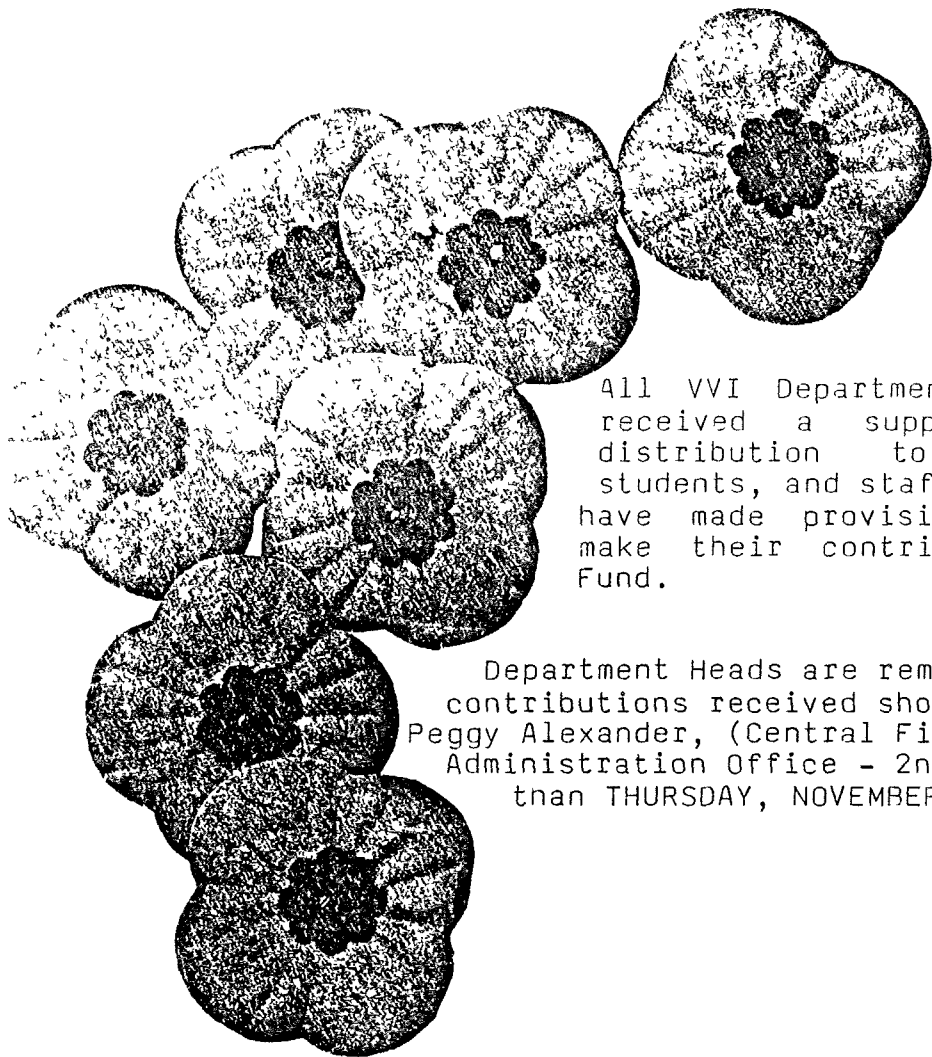
VVI Vancouver Vocational Institute

PACKING SLIPS

Please be reminded that it is mandatory for all departments to promptly forward any packing slips they receive, either from direct deliveries by suppliers to the department or from when they pick up materials from suppliers themselves, to the Receiving Department.

This is most important as the Receiver's must complete a report advising Accounts Payable to pay the supplier!

GRC



REMEMBRANCE DAY

All VVI Department Heads should have received a supply of poppies for distribution to all instructors, students, and staff by now, and should have made provisions for everyone to make their contribution to the Poppy Fund.

Department Heads are reminded that all contributions received should be forwarded to Peggy Alexander, (Central Files in the Administration Office - 2nd floor) by no later than THURSDAY, NOVEMBER 10, at NOON!

TRRM

BLOOD DONOR CLINIC

The Red Cross will be holding a Blood Donor Clinic at VVI on Monday, November 28, and the donation stations will again be set up in the mall outside the Library.

Giving blood takes but a few short minutes and can be a lifesaver for someone in need. It truly is "the gift of life" and it is only you who can supply this gift - please find time in the day on the 28th to give part of yourself to the Red Cross.

GBC

SMOKING/NON-SMOKING AREAS

There are a number of designated "non-smoking" and "smoking" areas throughout the VVI campus.

Non-smoking areas are clearly designated by signs, and please respect all postings to this effect.

GBC

DRYWALL PARTITIONS

The drywall partitions that compose many of the walls around the school are subject to a lot of damage when pins/tacks/staples are used to fix material to them.

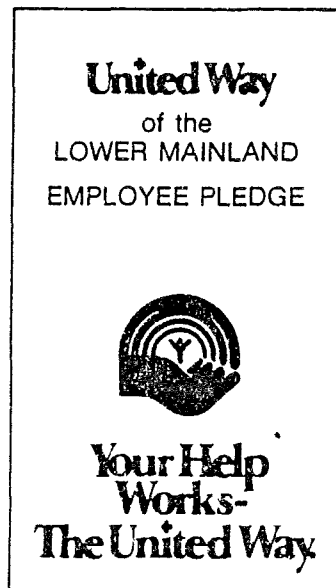
If you wish to affix anything to the drywall permanently, please contact George Clark, Building Services Manager, for assistance. Temporary postings can be hung safely with masking tape, but please avoid using celluloid tape as it is also damaging to the drywall structure!

GBC

UNITED WAY APPEAL

THE UNITED WAY NEEDS YOUR HELP!!

Please return your signed pledge card to Roy Wren as soon as possible as the drive for the United Way is rapidly reaching its deadline!!



If you did not receive a pledge card, please call Roy at Local 247 and he will be sure to get one to you!!

RJW

