

Memorandum

To: Parents or Guardians of Richmond Rapids Swimmers
From: Stephen Day, PPP System Chair, sday@srk.com
Date: January 16, 2008
Re: Your Parent Participation Points

The attached list shows how many points you have accumulated as of January 16, 2008.

Please note that adjustments made after this date will not appear until the next report is provided on the website.

You will need your account number from your club statement to check your points.

The colours in the last box are to show your overall progress toward your target:

- Green means you have already reached or exceeded your target.
- Amber means you have more than 50% of your required points.
- Red means you have less than 50% of your required points.

If you find a mistake, please contact me at sday@srk.com, including “RAPIDS PPP” in the email subject line. Tell me your account number and your swimmer’s name along with a description of the mistake and the requested correction.

Please refer to <http://www.richmondrapids.com/parents.html> for the number of points allocated to specific volunteer activities.

Reminder:

To ensure accurate recording of your points for volunteer activities, always provide your account number to the organizer of the activity or sign up on the provided sheets.

