

Directive to Administrators (Specify which administrators) <b>All Administrators</b>	WAD (Wednesday) Publication Date <b>October 27, 2010</b>	WAD Notice ( Number )	No. of Pages <b>1 of 2</b>
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WAD Title ( Limit to 4-6 Words ) <b>Names Project AIDS Quilt Panels</b>	Date Due (if applicable) <b>November 15, 2010</b>	Not Applicable After this Date: <b>November 22, 2010</b>
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From: <b>Kim Coates</b> (Cabinet member or approved by one below)	Title: <b>Supervisor, Student Support Services</b>	Signature:	Telephone: <b>242-2615</b>
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Inform:  
 Certificated Staff     Classified Staff     Parents     Post on Bulletin Board    Other \_\_\_\_\_

**Administrative Directive**

**Names Project AIDS Quilt Panels  
Application**

**WHAT:**    **Quilt Application and Mandatory Meeting for:**  
Names Project Quilt Panels as part of SFUSD World AIDS Commemoration

**WHO:**    Middle and High School Health Liaisons  
Elementary Health Advocates

**WHEN:**    **Monday, November 22, 2010 4:00pm-5:00pm**  
For World AIDS Commemoration:  
**Monday, November 29, through Friday, December 3, 2010**

**WHERE:**    Student Support Services Department  
1515 Quintara St. (at 24<sup>th</sup> Avenue)

**HOW:**    Complete the Agreement to Host Names Project Quilt Display, on the next page, which includes attending the training on November 22, 2010.

Additional posters & classroom resources will be distributed to Elementary School Health Advocates, Middle School/High School Health Liaisons in November.

**To host a Quilt Panel, the attached Agreement MUST be submitted by  
November 15, 2010.**

If there are further questions, Contact Kevin Gogin at 242-2615.

<i>Approved</i>	Cabinet Member: <b>Kevin Truitt</b>	Title: <b>Associate Superintendent of Student Support Services</b>	Signature:
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**San Francisco Unified School District**  
**Student Support Services Department**  
1515 Quintara  
San Francisco, CA 94116-1273  
Tel (415) 242-2615 ▪ Fax (415) 242-2618  
[www.healthiersf.org](http://www.healthiersf.org)

**Agreement to Host Names Project Quilt Display  
World AIDS Commemoration 2010**

**Monday, November 29, 2010 through Friday, December 3, 2010**

**Each year, the Student Support Services Department, hosts panels of the Quilt throughout San Francisco. For a school to be considered as a host site, the following requirements must be met:**

One school faculty representative must attend a **mandatory** information session on:

**Monday, November 22, 2010**  
**1515 Quintara St.**  
**4:00 to 5:00 PM**

**Failure to attend may mean forfeiture of the Quilt panel**  
***Panels will be distributed at the November 22, 2010 training.***

- The Quilt must be returned to SSSD by Friday, December 3, or Monday, December 6, 2010 between 8:00 AM and 4:00 PM.
- Sites must explain the history and significance of the Quilt to students as part of the Quilt display.
- Complete the Health Advocate/Healthy School Team/Health Promotion Committee Activity Log.
- The Quilt must be supervised by an adult while on display and be kept in a secure place when not on display.
- Food and drink must be kept away from the Quilt at all times.
- The Quilt must be returned in the ***undamaged*** condition in which received AND FOLDED APPROPRIATELY.

**Failure to comply with the above will mean that the site will not be eligible to display the quilt in the future. Schools will be responsible for shipping and other fees due to the late return/poor condition of the Quilt Panel.**

I agree to the stipulations listed above:

Name (please print): \_\_\_\_\_ School \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date) (Phone #) (email address)

\_\_\_\_\_  
(Administrator Signature) (Date)

Questions: Contact Kevin Gogin, at 242-2615  
**Fax this form by November 15, 2010 to Ameenah Hanifah**