

Directive to Administrators (Specify which administrators)	WAD (Wednesday) Publication Date	WAD Notice ( Number )	No. of Pages
All Administrators	October 21, 2009		1 of 2
WAD Title ( Limit to 4-6 Words )		Date Due (if applicable)	Not Applicable After this Date:
Names Project AIDS Quilt Panels		November 13, 2009	November 23, 2009
From: Meyla Ruwin (Cabinet member or approved by one below)	Title: Senior Executive Director, Student Support Services	Signature:	Telephone: 242-2615
Inform:			
( x ) Certificated Staff    ( ) Classified Staff    ( ) Parents    ( x ) 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:**    **Quilt Training: Monday, November 23, 2009 4:00 PM – 5:00 PM**

**For World AIDS Commemoration:  
Monday, November 30, through Friday, December 4, 2009**

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

**HOW:**     Complete the Agreement to Host Names Project Quilt Display on the next page.

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

**To host a Quilt Panel, the attached Agreement MUST be submitted by  
November 13, 2009.**

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

<i>Approved</i>	Cabinet Member: Trish Bascom	Title: Associate Superintendent, Student Support Services	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**

**Monday, November 30, 2009 through Friday, December 4, 2009**

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

School faculty representative must attend a **mandatory** information session on:

**Monday, November 23, 2009  
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 23, 2009 training.**

- The Quilt must be returned to SHPD by Friday, December 4, or Monday, December 7, 2009 between 8:00 AM and 4:00 PM.
- Sites must provide an explanation of the history and significance of the quilt as part of the Quilt display.
- 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.

**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.**

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 to Ameenah Hanifah at 242-2618 by November 13, 2009**