Houston Area HIV Services Ryan White Planning Council

Office of Support

2223 West Loop South, Suite 240, Houston, Texas 77027

713 572-3724 telephone; 713 572-3740 fax

[www.rwpchouston.org](http://www.rwpchouston.org)

«FirstName» «LastName» March 30, 2015

«Address1»

«Address2»

Dear «FirstName»,

We are pleased to inform you that you have been selected as a student in Project LEAP 2015. As you know, Project LEAP is a 17-week training course for individuals interested in gaining the knowledge and skills needed to help plan HIV prevention and care services in the Houston Area. Based upon your application and interview, we feel that you will be an asset to the Project.

Although classes are usually at the address listed below each Wednesday from April 1st through July 22, please note the following exceptions/important dates:

|  |  |
| --- | --- |
| Wednesday, April 1, 2015: | First day of class |
| Wednesday, April 22, 2015: | No class - students attend an HIV related community meeting of their choice. |
| Wednesday, May 13, 2015: | No class - students participate in an HIV testing event |
| Wednesday, May 20, 2015: | Attend the HIV Prevention Community Planning Group (CPG) Meeting. |
| ***Thursday***, June 11, 2015: | 12 – 2 pm attend a RW Planning Council meeting, hence no class on Wednesday, June 10th |
| Wednesday, July 22, 2015: | Graduation Ceremony and Dinner from 6:00 – 8:00 p.m. |

You have been assigned to the Morning Class which will take place:

 **10:00 a.m. – 2:00 p.m.**

 Office of Support, Room 416

 2223 West Loop South; Houston, TX 77027

 Lunch will be provided

Please confirm your participation and request additional information by calling Diane Beck at:

713 572-3724. We look forward to seeing you on Wednesday, April 1, 2015.

With best wishes,

Tori Williams Amber Alvarez

Manager, Office of Support Health Planner, Office of Support