



CITY OF PHILADELPHIA

Office of the Managing Director
Pedro A. Ramos, Esquire
Managing Director

1401 John F. Kennedy Blvd
Room 1430
Philadelphia, PA 19102-1683

September 1, 2006

Dear Community Organization Leader,

On Thursday, September 14, 2006 from 6 to 9pm and again on Saturday, September 16, 2006, from 9:30 to 12:30 pm the Managing Director's Office will begin our "Fear of Flying" Program. This program has been designed to help community leaders and program administrators in their attempts to soar through the world of granting and administration. The workshop will be held at Philadelphia Commercial Development Corporation located at 1441 Samson Street, Suite 300, training facility.

The "Fear of Flying" Program consists of a four lesson plan to provide you with the skills and knowledge to obtain your "Operator's License" in maneuvering through grants, reports and state ethics in the Non-Profit world. Our first lesson will be "Credentials and Boarding Passes" or how to identify who you are and what you need to fly.

Please RSVP your attendance, as our flight will be booked to capacity. If you do not make a reservation, you will automatically be placed on "standby" for instructions. To book your reservation, please contact our Flight Attendant, Ms. Yvonne Brown-Gore at 215-686-9001 or by email at yvonne.brown-gore@phila.gov. You must complete all four lessons to receive your operator's license and to be flying high by spring!!!

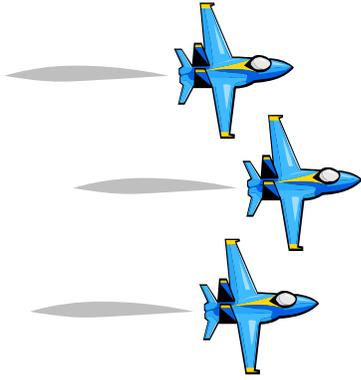
If you have any questions concerning your scheduling of this flight, please contact me at 215-686-9000.

Sincerely,

Frankie Hughes

**Frankie Hughes
Deputy Managing Director**

Fear of Flying Mayors Anti-Drug Initiative Workshop



- ✓ *Are you a Community Organization Leader?*
- ✓ *Would you like to obtain the skills and knowledge in maneuvering through grants, reports and state ethics?*
- ✓ *Want to learn more?*
- ✓ *The Fear of Flying Workshop may be for you...*

Classes are free and offered twice a month, for each session at the Philadelphia Commercial Development Corporation (PCDC) 1441 Samson Street, Suite 300, training room. Light refreshments will be served. You have to complete all four sessions to receive your certificate. Please RSVP your attendance as soon as possible, by email to Yvonne.brown-gore@phila or by calling 215-686-9001. Seating is limited on first come first serve basis.

Session I

Thursday, September 14, 6:00 to 9:00pm
Saturday, September 16, 9:30 to 12:30pm

Session II

Thursday, October 5, 6:00 to 9:00pm
Saturday, October 7, 9:30 to 12:30 pm

Session III

Thursday, November 2, 6:00 to 9:00 pm
Saturday, November 4, 9:30 to 12:30pm

Session IV

Thursday, December 7, 6:00 to 9:00 pm
Saturday, December 9, 9:30 to 12:30 pm

*c/o Office of the Managing Director, Deputy Managing Director Frankie Hughes
1401 John F. Kennedy Blvd, Room 1430, Philadelphia, PA 19102-1683*