



Fall 2016

I am so thankful for your interest in the Carmel Hill Fund Education Program. Please complete the enclosed information, and return it to me promptly. **I will also need a copy of your driver's license and either a copy or your social security card, birth certificate, or passport.** If you wish to activate direct deposit, please enclose a voided check associated with your checking account.

Our timesheets are located under the ULM tab of our website, [www.carmelhillmonroe.org](http://www.carmelhillmonroe.org). Please complete your timesheet electronically, print, and sign it on or before the due date each month. Only electronic copies will be accepted. I have enclosed a sample timesheet in your packet. Please use :00, :15, :30, or :45 ONLY. You may round up if necessary (ex: 1:12 to 1:15). Timesheets should be turned in to the receptionist at MCS Media Building, 2009 Auburn Avenue, Monroe, LA or to Mrs. Barbara in Dr. Schween's office, Walker Hall 2-37. You must text or email me once you have submitted your timesheet each month.

I look forward to meeting you, and I wish you the best with your academic endeavors.

Sincerely,

Allison Painich  
Carmel Hill Fund  
Intern Coordinator/Project Facilitator  
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