



CENTRAL OFFICE  
991 Parallel Drive, Suite B  
Lakeport, CA 95453  
Phone: (707) 262-4400 ♦ Fax: (707) 262-4419  
www.cttp.net

**Governing Body:**  
Robinson Rancheria  
Citizens Business Council

## Youth Employment Program

May 18, 2015

Dear \_\_\_\_\_ :

CTTP is excited you will be participating in the 2015 Youth Employment Program. The following is required before you can become a Youth Employee.

1. You also will need to attend orientation at the CTTP site office.

**Your orientation DATE: Tuesday, May 26, 2015 TIME: 4:00 PM**

Please have your parent(s) or guardian present at the orientation. They will need to fill out forms. At the orientation, we will review the rules, regulations and expectations that apply to the 2015 Youth Employment Program. Please make arrangements to attend these mandatory dates.

**If you do not show up, you will lose your placement.** Also, there will be no job transfers.

Your position, jobsite, supervisor, and reporting date / time are listed below, along with any additional instructions:

Jobsite: ***Wright Look Salon***

Position: ***Salon helper / assistant***

Supervisor:

Reporting Date / Time: June 15, 2015

Additional instructions (if any): \_\_\_\_\_

**Work Permit Information:** A work permit is required for all individuals under the age of 18.

Please contact your school counselor to secure a work permit.

Sincerely,

Kathi Hansen

Career Development Coordinator

*CTTP is administered by the Robinson Rancheria of Pomo Indians, a federally recognized tribe.*