



MISSION: To prepare class members to become active volunteers and leaders in the Tampa Bay community.

VISION: To be the leadership development, community involvement, and relationship development experience sought after by employers, employees, and not-for-profit agencies.

MEMORANDUM

TO: Tampa Connection Class

FROM: Tampa Connection Board of Directors

DATE: May 9, 2018

SUBJECT: **Graduation Program**

Congratulations, Graduation Day is upon us and it is time to celebrate your success! By now each team has completed its project assignment and is ready to present its hard work to fellow Tampa Connection class members, sponsors, and agency representatives. Please join us on **May 22nd** for the Graduation Ceremony. The program will include team presentations and a keynote address by Suzanne McCormick, President & CEO of United Way Suncoast. We will also announce the winner of the Betty Tribble Award, given each year to an outstanding Tampa Connection alumnus who exemplifies community leadership.

Graduation Invitations – Invitations have been sent to your sponsor and agency representatives. However, please actively follow up and personally encourage them to attend this special event. This is the perfect opportunity for your sponsor to witness the fruit of your labor, and take pride in your commitment to our community through Tampa Connection. You also have the opportunity to provide the project deliverable to your agency sponsor at this event.

Graduation Program:	Tuesday, May 22, 2018 Check-in and Opening Happy Hour begins at 2:30 PM Program begins at 3:15 PM Reception at approximately 5:30 PM
Location:	Florida InnoVation and Education (FIVE) Labs 4115 West Spruce Street Tampa, FL 33607
Attire	Professional Business Attire
RSVP:	Please RSVP to Tampa Connection Graduation RSVP by end of day Tuesday, May 15 th .

Graduation Presentations Duration – We look forward to your final presentations and celebrating your success! The presentation should be between 5 and 7 minutes. A timekeeper will prompt teams at the end of the five minute mark, then again at the six minute and six and a half minute marks. Please be cognizant of the time so that we can keep the program to a manageable length.

Graduation Presentations Technology – PowerPoint may be accommodated for graduation presentations. Please email presentations to sykespro@gmail.com. In order to make sure the presentations are uploaded and operating correctly, please provide them no later than 5:00 PM on Tuesday, May 15th.