

To: Distribution A  
From: Catrina Hagwood, O18 Operations Coordinator (Volunteers)  
Date: 11/30/07  
Subject: Employee Volunteer Opportunities – **DECEMBER 2007**

Attached is **DECEMBER 2007 VOLUNTEER OPPORTUNITY LISTING** describing some important volunteer opportunities. Please help to deliver this message to Shipyard employees who would like to volunteer their time and talents for these worthwhile community projects.

Volunteer Registration Forms. Please reproduce forms and make available to employees in your area or additional registration forms/information may be obtained from:

Bldg. 2-Mezz: (Toni Wyatte, 052)	Bldg. 600-1: (Nancy Moore, E89)
Bldg. 5-1: (Tim House, M32)	Bldg. 600-2: (Gloria Johnson, E81)
Bldg. 7-1: (Karen Haynes, O67)	Bldg. 625-2: (Tracey Arzu, 024)
Bldg. 14-2: (Sally Krystyn, 022)	Bldg. 635-3: (Debbie Craddock, E45)
Bldg. 29-1: (Wade Lynn, M42)	Bldg. 802-1: (Andrew Cirrincione, E83)
Bldg. 60-1: (Tom MacLeod, M53)	Bldg. 802-2: (Pam Harmon, IIS-NN)
Bldg. 60-Mezz: (Helen Wynne, M30)	Bldg. 802-2: (Joanne Watkins, IIS-NN)
Bldg. 77-2: (Angie Browne, 064)	Bldg. 901-1: (Tammy Johnson, 083)
Bldg. 79-1: (Cindy Norge, 027)	Bldg. 902-1: (Beth Granger, 083)
Bldg. 79-2: (Debi Cross, 004)	Bldg. 902-1: (Shirley Boyd, E26)
Bldg. 86-2: (Wendy Spencer, X73)	Bldg. 902-2: (Debbie Boyd, E56)
Bldg. 86-3: (Dave Williams, 008)	Bldg. 903-7: (Barbie Holland, 082)
Bldg. 103-1: (Tim Robinson, 048)	Bldg. 905-7: (Marjie Brown, E32)
Bldg. 103-2: (Leann Jones, 041)	Bldg. 1744-4: (Cindy Muckelroy, X77)
Bldg. 105-1: (Angelo Walton, M33)	Bldg. 1745-2: (Troy Massey, X18)
Bldg. 127-2: (Marilyn Jones, X50)	Bldg. 1821 Trlr. 2: (Greg Eby, X76)
Bldg. 160-2: (Pat Smith, X75)	Bldg. 1841: (Gail Sawyer, X73)
Bldg. 160-2: (Darlene Peele, E63)	Bldg. 4633-3: (Melody Byrd, E31)
Bldg. 160-2 & 161: (JoAnn Panuska, E60)	Bldg. 4677-2: (Pamala Fenton, X80)
Bldg. 250-2: (Linda Kindred, X11)	Bldg. 4677-5: (Lisa Hill, X87)
Bldg. 500-1: (Vicky Holden, 020)	Whse. 91: (Donna Little, 053)
Bldg. 520-1: (Brenda Roth, 018)	Rouse Towers-4: (Kimberly Triplett, X75)
Bldg. 520-3: (Erica Zysk, 071)	AMSEC: (Norman Webb - Suffolk)
Bldg. 520-4: (Stephanie Libby, X57)	AMSEC: (Lyle Oney)
Bldg. 550-1: (Sharron Burr, 572)	AMSEC: (Johana Santiago Perez)
Bldg. 600-1: (Brenda Pierce, E10)	NNI: (Karen Hall, 905)
Bldg. 600-1: (Pat Howard, E86)	

**Please follow individual opportunity Volunteer Instructions as noted on Listing and also send a completed Volunteer Registration Form to Volunteer Coordinator (VOL OP), ATTN: Catrina Hagwood, Dept. 018; Bldg. 500-1, Phone 8-1907, FAX 4-0342. **Volunteer forms are available from Building Volunteer Coordinators or O18 Department Sitemap.****



# Volunteer Registration Form



Name \_\_\_\_\_ PERN# \_\_\_\_\_ S/H? \_\_\_\_\_ Shift \_\_\_\_\_  
 Shipyard Dept.# \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
 Shipyard Address \_\_\_\_\_ Page \_\_\_\_\_  
 Home Address \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Telephone \_\_\_\_\_ T-shirt size \_\_\_\_\_

- ◆ *I saw the Volunteer Opportunity Listing for:* \_\_\_\_\_ (Month/Year)
- ◆ *I would like to volunteer for:* \_\_\_\_\_ **Number of Volunteer Opportunity**  
 \_\_\_\_\_ **Name of Volunteer Opportunity**

**Please list additional volunteer service(s) on the back of this form.**

\_\_\_\_\_ signature \_\_\_\_\_ date  
**SEND COMPLETED FORMS TO CATRINA HAGWOOD, VOL OP PROGRAM, 018, B500-1**



# Volunteer Registration Form



Name \_\_\_\_\_ PERN# \_\_\_\_\_ S/H? \_\_\_\_\_ Shift \_\_\_\_\_  
 Shipyard Dept.# \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_  
 Shipyard Address \_\_\_\_\_ Page \_\_\_\_\_  
 Home Address \_\_\_\_\_ Zip \_\_\_\_\_  
 Home Telephone \_\_\_\_\_ T-shirt size \_\_\_\_\_

- ◆ *I saw the Volunteer Opportunity Listing for:* \_\_\_\_\_ (Month/Year)
- ◆ *I would like to volunteer for:* \_\_\_\_\_ **Number of Volunteer Opportunity**  
 \_\_\_\_\_ **Name of Volunteer Opportunity**

**Please list additional volunteer service(s) on the back of this form.**

\_\_\_\_\_ signature \_\_\_\_\_ date  
**SEND COMPLETED FORMS TO CATRINA HAGWOOD, VOL OP PROGRAM, 018, B500-1**



## Volunteer Opportunity Listing



DECEMBER 2007

### (1) HEALTHY FAMILIES PARTNERSHIP

**Hampton's Healthy Families Partnership** is seeking volunteers to assist with a variety of upcoming events at the Hampton Coliseum such as: ***Arena Racing, Saturday, December 1, 8 & 28; Trans Siberian Orchestra, Thursday, December 13; Comedy Blow Up, Saturday, December 29 and Keith Sweat, Sunday, December 30.*** **VOLUNTEER INSTRUCTIONS:** For more information contact Rebecca Oribello at (757) 727-2705 or e-mail [roribello@hampton.gov](mailto:roribello@hampton.gov).

### (2) OPERATION WEED & SEED A DIVISION OF THE NEWPORT NEWS POLICE DEPARTMENT

**The Newport News Police Department** is seeking residents, business owners and employees of the Southeast Community to take leadership positions in the community. Current projects include assisting and participating in block walks, community health, education alternatives, employment, ex-offender re-entry, neighborhood clean-ups and youth programs. Attend a briefing on ***Tuesday, December 11*** at 2323 Madison Avenue (Newport Harbour Apartments Rental Office) to find out how you can help. **VOLUNTEER INSTRUCTIONS:** For additional information contact Sacil Armstrong at (757) 247-2410 or e-mail [armstrongss@nngov.com](mailto:armstrongss@nngov.com).

### (3) A RECOVERING AMERICAN SOLDIER

When making out your Christmas Cards this year, please remember to include ***The Recovering American Soldiers of Walter Reed Army Medical Center.*** **VOLUNTEER INSTRUCTIONS:** Cards should be addressed to: A Recovering American Soldier c/o Walter Reed Army Medical Center 6900 Georgia Avenue, NW Washington, DC 20307-5001.

### (4) SALVATION ARMY

The **Salvation Army** is seeking volunteers for a number of community programs such as: The Christmas Kettle Campaign, staff Angel Trees at area malls, or help distribute toys & gifts to local families at the Toys for Tots Toy Shop. Additionally, volunteers are always needed to assist with youth programs, disaster relief, and family assistance. **VOLUNTEER INSTRUCTIONS:** For more information contact The Salvation Army at (757) 838-4875 between 9 a.m. and 4 p.m.

#### SHARE YOUR VOLUNTEER EXPERIENCE

Please complete and submit Volunteer Registration Forms for any and all of your volunteer activities. Send VOL OP Form to Catrina Hagwood, 018, B500-1; FAX: 4-0342; or e-mail to [Catrina.Hagwood@ngc.com](mailto:Catrina.Hagwood@ngc.com)  
Forms available from Volunteer Building Coordinators or O18 Department Sitemap