

Scott

DIVISION OF PARKS AND RECREATION

October 23, 1997

STAFF DIRECTIVE 97-34

TO: Section Chiefs
 District Superintendents
 Program Managers
 Park Superintendents
 Administrative Staff
 Support Staff

FROM: Philip K. McKnelly 

SUBJECT: Weekly Activity Report

This Staff Directive replaces Staff Directive 88-12 and revises the categories for the weekly activity report. Effective immediately, please use the revised format:

- I. Significant Events
- II. Major Accomplishments
- III. Upcoming Events

The weekly activity report is due to the Director's executive assistant by 5:00 p.m. on Wednesday of each week.

PKM/GSR