

# Pampa ISD VIPS Orientation

Pampa ISD Board Room

Wednesday  
August 16, 2017

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**Event hosted by:** HR/PR, Family & Community Engagement

**Type of Event:** Volunteer sign-ups

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**Facilitator:** Charlene Gee & Jana Williamson

**Note taker:** Charlene Gee

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**Time:** 8:30am-4:00pm

**Attendance:** 39

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**Attendees:** Sign in located in the Pampa ISD District Title I Book at the Pampa ISD Administration Building 1233 N. Hobart, Room HR-7

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**Information Given or offered:** VIPS Handbook 2017-2018

Community members and families were greeted and directed to sign in. Donuts, coffee, juice and cookies offered. 6 lap tops were set up in the board room for attendees to sign up for VIPS. Once signed up, they were given the hand book to go over. Charlene Gee was there to help with the computer or answer any questions. They were told before they went to get their badge, the importance of signing in on the VIPS binder at each campus. They were then directed to HR where Jana Williamson and Tammy Hernandez checked backgrounds and made VIPS badges. VIPS were free to come and go.

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**Event Advertised:** Social Media and Newsletter to 2016-2017 VIPS