



Department of Development
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To: West Lafayette Board of Public Works and Safety

CC: Chandler Poole, Diane Foster

From: Beverly Shaw, Greenspace Administrator

Date: August 23, 2013

Re: Unpaid Intern Rachel Camp

I request permission to engage a new unpaid intern, Rachel Camp. Rachel has a degree in public relations from Purdue University and has significant experience in marketing and organization. Rachel will assist with various Sagamore West Farmers Market activities, such as vendor set-up, social media updates, and bi-weekly newsletters. Rachel will report to Beverly Shaw, Greenspace Administrator and work unpaid approximately 15 hours per week from August 27 through October 2013.