



Department of Development
222 N. Chauncey Ave., Room 102
West Lafayette, Indiana 47906
Phone: 765-775-5160

TO: West Lafayette Board of Public Works and Safety

CC: Diane Foster
Nicole Stocks, Accounting III

FROM: Chandler M. Poole, Director of Development

DATE: April 17, 2015

SUBJECT: New Intern- Crystal Cory

I request permission to engage a new intern, Crystal Cory. Crystal is a Purdue Student working on obtaining her Bachelor of Science Degree in Human Services. Crystal will be working 3 days a week for approximately 22.5 hours a week. Crystal will be assisting with promotion and organization for events put on by the Department of Development, researching property ownership for rental inspections, assisting the West Lafayette Public Arts teams and other duties as assigned. She will report to Beverly Shaw and will work for \$10/hour from May 11 through the summer, with a possible extension into the fall.