

Katelyn Garren
PUBR 4080
Weekly Synopsis 1

This is actually my second week at my internship with the American Cancer Society. I started on May 29. I work every Tuesday through Friday from 9:00 a.m. to 1:00 p.m. until July 27. So far I have had a few smaller assignments that were to help prepare for a relay event that took place this past Friday. My first day I was asked to take a pre-written letter and insert the participants personal relay information and then package those with some promotional material and mail them out (sample letter attached). I have also been trained on how to make calls to businesses to promote a special event that is being held in August called Making Strides for Breast Cancer. One day I was asked to put together mission kits to be handed out at a Relay for Life event (list of kit inventory is attached).

The biggest assignment I have been working on is the Paint The Town Purple event. Washington County has decided that they want to hold this event to promote their next Relay for Life event. My supervisor has asked me to head this up. I am to prepare options for Johnson City businesses on how they can participate in the event and also prepare a detailed list of contacts for ACS (the list up to date is attached). This week I have been doing a lot of research on businesses in the county. It has been time consuming and has taken up most of my week. Once that is finished, I will be meeting with someone from the county to make an official event plan and date. I will then be in charge of contacting the businesses to get them involved in the event. I have not had many tough deadlines. Due to the nature of the work one with the American Cancer Society, it is a slower paced work environment because events are planned well ahead of time. Most of the press releases, letters, etc. are in a pre-written format by the American Cancer Society to where you can just plug in information and make it personal to your event, but my supervisor said he would have me write my own press release for one of our events before I am finished. Most of my work is not what I could really have on paper, but more in person work with different contacts.