

**Jackie Henderson**

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5-13-14

**From:** Cassandra Ford <fordc@gwmail.gwu.edu>  
**Sent:** Friday, May 09, 2014 11:51 AM  
**To:** Jackie Henderson  
**Subject:** Letter of Recommendation for Children, Youth, and Family Commission applicant  
**Attachments:** Recommendation letter for Chanece Bigelow.docx

Greetings,

My name is Cassandra Ford, and I serve as the Social Action Chair for the Alexandria/Arlington chapter of Zeta Phi Beta, Sorority, Inc. Our organization is very excited about the application that Chanece Bigelow has put forth to be considered for the high school vacancy on the commission. We would like to submit the attached letter of recommendation to the mayor and members of City Council who will be reviewing her application. Can you please tell me the best way to make this happen in a timely manner, because I believe they will be voting on her nomination in the upcoming week.

Thank you so much for your time and assistance with this request.

Sincerely,

Cassandra Ford  
Social Action Chair  
Zeta Phi Beta Sorority, Inc.  
Alexandria/Arlington Chapter



Zeta Phi Beta Sorority, Incorporated | Nu Xi Zeta Chapter  
Alexandria, Virginia  
Monica Leak  
President

May 6, 2014

Dear Mayor Euille and the Honorable Members of the Alexandria City Council,

I am writing on behalf of the Zeta Phi Beta Sorority, Inc., Alexandria, Virginia Chapter to recommend Miss Chanece Bigelow to the Children, Youth, and Family Collaborative Commission. We would be honored to have Miss Bigelow serve on this commission beside two of our chapter members, Ms. Giselle Brown and Mrs. Andria Cook.

Chanece joined our sorority's youth group, the Archonettes club, this past fall, and has quickly demonstrated leadership and collaborative skills. In March she was elected to Eastern Region Archonette Executive Board as Vice President, and has worked with her fellow Archonettes on various projects including fundraising efforts and a cyberbullying public service video.

Miss Bigelow is a stellar student and is very involved with the AVID (Advancement Via Individual Determination) program at TC Williams High School. As a member of AVID, Chanece is very active in community service projects and various evening events sponsored by the program. She can be seen serving as treasurer, usher, guide, and any other role she is asked to take on as a volunteer. In addition, she has been very involved in various extracurricular activities in the school, including cheerleading and track.

It is with great pleasure that the members of Zeta Phi Beta Sorority, Incorporated, Alexandria, Virginia chapter recommend Chanece Bigelow to the Children Youth and Family Collaborative Commission. We know that she will serve the city proudly, and will enhance her leadership skills as she works to promote the work of the commission in TC Williams and in the community.

Sincerely,

Monica Leak, President  
Zeta Phi Beta Sorority, Inc.  
Nu Xi Zeta Chapter  
Alexandria, Virginia

Our Mission: The Nu Xi Zeta Chapter aims to empower ourselves to become community and professional leaders, and successfully implement our international Sorority principles of sisterhood, finer womanhood, scholarship, and service. Specifically, we implement various international Sorority initiatives through focusing on empowering vulnerable men, women, families and youth in the Alexandria, VA community.