**COVER EMAIL:**

Dear Assistant …

I’m attaching a few documents here for your perusal. The first is an independent contractor agreement that I would like to have you read, fill out and sign and mail to me. Since I am an independent contractor and not an employer, I’ve found that it’s nice to have an “agreement” that reassures you that I am committed to what we discussed, and reassures me that you are also! My mailing address:

The 2009 Training Doc outlines the major changes to Sonlight’s Science K-6 as well as some details about our Language Arts K-6. Please be sure to familiarize yourself with the information provided in Sarita’s *Burst* at the very back of the 2009 catalog. She covers the major changes to Sonlight’s product line for 2009.

The General Training Doc is full of helpful tips and pointers for working a convention floor. Much of this is common sense, so don’t be overwhelmed by all the information included. I have highlighted the few areas where I find new assistants struggle the most.

Read through what I’ve attached and be sure to spend some time perusing the 2009 catalog and surfing the forums over the next few weeks. Feel free to email me any time with questions.

Blessings …