

833 METRO DRIVE • LEBANON, PENNSYLVANIA, 17042 • TELEPHONE: 717-273-8551 FAX: (717) 279-7520 • <a href="https://www.lcctc.edu">www.lcctc.edu</a>

May 2025

### Dear Parent or Guardian:

On behalf of the Lebanon County Career and Technology Center (LCCTC), I would like to welcome your student to the Carpentry / Residential Construction program for the 2025-2026 school year.

Students in Carpentry / Residential Construction will be expected to purchase and or complete the items on the attached sheet(s). All uniform purchases, if applicable, must be made with Major League Screen Printing. They can be contacted at 717-270-9511, or you may use the LCCTC link from <a href="www.lcctc.edu">www.lcctc.edu</a> and use the "Uniform" link at the top of the page. Students are expected to have all necessary items listed as listed on the attachment forms, on the first day of school.

# **Important Dates**

August 25, 2025

First Day of School

Please contact me at 717-273-8551 ext. 2191 if you have any questions. I look forward to working with you to prepare your student for post-secondary education and/or a career in the carpentry field. Below you will find three attachments, 1. Tool bag letter of intent, 2. Tool bag contract. Please review all three and send a completed letter of intent/ tool bag contract via email: <a href="mailto:mhinton@lcctc.k12.pa.us">mhinton@lcctc.k12.pa.us</a> or with your student the first day.

# Attachment(s):

- 1. Tool bag letter of intent
- 2. Tool bag Contract



The items below are required or optional (indicated in right-hand column) for enrollment in your CTC program. Please have all required items purchased and/or completed by the first day of school. Your program has a uniform requirement; you are expected to be in uniform the first day the CTC is in session. Optional Information: Do you have internet access or a computer in your home? Please be prepared to provide your home and/or cell phone number and email address.

If you have any questions, please contact me at 717-273-8551 ext. 2191

	Carpentry Program Check	clist
Purchased or Completed	Item	Required/Optional (R or O)
	Work Boots (Doesn't have to be steel toe)	R
	Jeans or work pants (Carhartt, dickie or similar)	R
	<b>Uniform</b> : T-shirts / sweatshirt (3 – t-shirts 1 – sweatshirt)	R
	Tool Bag Optional: (letter of intent and contract attached above)	0



# **Tool Belt Purchase Program**

# **Letter of Intent**

One of the new things we are doing in the carpentry / residential construction program is offering students an opportunity to purchase an outfitted tool belt at our cost which is a little more than a 20% discount off regular prices. We are offering this outfitted tool belt at \$180.00 paid over a period of 5 months or a 1-time payment in full if you so desire. For the payment plan a down payment of \$80.00 and four consecutive payments of \$25.00 would start in September and run through January. Payments must be made by check or cash to the Lebanon County CTC and once paid in full the outfitted tool bag will be the students to take with them to co-op or home after graduation. Below is a list of tools with item numbers for you to look up. These are top quality tools. In order to keep things streamlined the outfitted tool bag cannot be modified in any way. This is *ONLY* a letter of intent, meaning a payment contract will follow this form if you desire to purchase one. This is *NOT* a requirement of the course, just a suggestion.

## **Tool List:**

- 1. DeWalt tool belt DWST540601
- 2. Stanley Fatmax 25' tape measure
- 3. DeWalt Speed Square DWHT46031
- 4. Stanley Fatmax Chalk line
- 5. DeWalt utility knife DWHT10295
- 6. Stanley Fatmax 10" Cats paw FMHT55009
- 7. DeWalt 20oz framing hammer DWHT51004

Name of Student:	
Circle your Interest in purchasing:	

- Yes, I'm interested
- No, I'm not interested

# Lebanon County Career & Technology Center CARPENTRY- TOOL BELT KIT PAYMENT LOG

DATE:

DATE	AMOUNT PAID	PAYMENT METHOD	BALANCE DUE	NEXT PAYMENT DUE
imum \$80 Dowi	payment Require	d		
h this Form 5.00 per month i	equired for remail	d ning balance of \$100. Paym ll) is also an option.	ents will be due k	by the 1 <sup>st</sup> of the l
nimum \$80 Down In this Form 5.00 per month in the payment of \$1	equired for remail 80 (Payment in ful	ning balance of \$100. Paym II) is also an option.		
himum \$80 Down the this Form 5.00 per month is payment of \$1. The event the min by be held until the	equired for remaines (Payment in full find find find find find find find find	ning balance of \$100. Paym II) is also an option.	lue, report cards, c	ertificates, etc.
imum \$80 Down In this Form 5.00 per month I E payment of \$1  The event the min If y be held until the If ayments are not	equired for remaines (Payment in full find find find find find find find find	ning balance of \$100. Paymoli) is also an option.  The ent is not made by the date of is received.  The anner, this information may be	due, report cards, cope forwarded to a c	ertificates, etc.
himum \$80 Down the this Form 5.00 per month is payment of \$1. The event the min by be held until the	equired for remains 180 (Payment in full in fu	ning balance of \$100. Paym II) is also an option.  The ent is not made by the date of is received.  The anner, this information may be	due, report cards, cope forwarded to a c	ertificates, etc. ollection agency

NOTE TO PARENTS: Please sign and have your son/daughter return tomorrow. A copy will be given to

copy: Business Office

your son/daughter for your records. Thank you.

STUDENT NAME: