



833 METRO DRIVE • LEBANON, PENNSYLVANIA, 17042 • TELEPHONE: 717-273-8551 FAX:
(717) 279-7520 • www.lcctc.edu

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 www.lcctc.edu 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: mhinton@lcctc.k12.pa.us or with your student the first day.

Attachment(s):

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

[illegible]



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

STUDENT NAME: _____ DATE: _____

Carpentry Tool Belt Kit Purchase Price: \$180.00

DATE	AMOUNT PAID	PAYMENT METHOD	BALANCE DUE	NEXT PAYMENT DUE

PAYMENT TERMS:

**Minimum \$80 Downpayment Required
with this Form**

\$25.00 per month required for remaining balance of \$100. Payments will be due by the 1st of the Month
One payment of \$180 (Payment in full) is also an option.

In the event the minimum \$25.00 payment is not made by the date due, report cards, certificates, etc.
may be held until the required payment is received.

If payments are not made in a timely manner, this information may be forwarded to a collection agency.

Instructor's Signature Date

Student's Signature Date

Parent's Signature Date

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

copy: Business Office