

**Suggested Letter Format
For Assignment by the Chairperson**

To: Member

From: Robert L. Klein
Chairman, ICOC

Subject: Assignment

I am assigning the following activities to you:

DESCRIBE THE ACTIVITIES

Performance of these activities will be consistent with your duties as a member of ICOC pursuant to Health and Safety Code Section 125290.40 and entitle you to claim compensation of \$100/day for each day you are engaged in them.

Thank you for your willingness to assist.