



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

May 2024

Dear Parent or Guardian:

On behalf of the Lebanon County Career and Technology Center (LCCTC), I would like to welcome your student to the Media Communications Technology program for 2024-2025 school year.

Students in Media Communications Technology 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](http://www.lcctc.edu) and use the "Uniform" link at the top of the page. Students are expected to have all necessary items as listed on the attached forms, on the first day of school.

**Important Date**

August 26, 2024

First Day of School

Please contact me at 717-273-8551 ext. 2172 or by email at [tgiovarelli@lcctc.edu](mailto:tgiovarelli@lcctc.edu) 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 visual broadcast and communication technology field.

Sincerely,

Tom Giovarelli  
Media Communications Technology Instructor

Attachment(s)

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. 2172 or by email at [tgiovarelli@lctc.edu](mailto:tgiovarelli@lctc.edu).

<b>Media Communications Technology Program Checklist</b>		
<b>Purchased or Completed</b>	<b>Item</b>	<b>Required/Optional (R or O)</b>
<input type="checkbox"/>	<b>1-Single Subject notebook for class notes</b>	<b>R</b>
<input type="checkbox"/>	<b>1-Academic monthly planner (July-June)</b>	<b>R</b>
<input type="checkbox"/>	<b>1- 3" 3 ring notebook for student portfolio</b>	<b>R</b>
<input type="checkbox"/>	<b>2-Media uniform polo shirts</b>	<b>R</b>
<input type="checkbox"/>	<b>8 to 64 gig SD-HC memory card</b>	<b>R</b>
<input type="checkbox"/>	<b>16GB USB Thumb drive</b>	<b>O</b>
<input type="checkbox"/>	<b>1-Media Black Hooded Sweatshirt</b>	<b>R</b>
<input type="checkbox"/>	<b>Tan or Khaki casual pants</b>	<b>R</b>
<input type="checkbox"/>		
<input type="checkbox"/>		