Dear Counselor Colleague,

As you may know, the Bucks County Counselors Advisory Board consists of a counselor representative from each district in Bucks County. We meet three times per year at the Bucks County Intermediate Unit offices in Doylestown.

Over the past year, we have discussed several goals on behalf of all of the counselors in Bucks County. Two primary goals include:

1. Creating a Wiki <http://bccounselorsadvisoryboard.wikispaces.com/>, or a webpage, that all counselors in Bucks County would be members providing them with editing privileges where we could share articles, ideas, and events/conferences to name just a few.

**To learn how a Wiki works, please review the following learning modules:**

**Learning Module 1** – [What is a Wiki?](http://www.commoncraft.com/video-wikis-plain-english) – Commoncraft created a short and entertaining video called Wikis in Plain English which will provide you with the basics about Wikis.  
  
**Learning Module 2** – [Video Tours](http://www.wikispaces.com/content/wiki-tour)– Wikispaces has prepared a series of tours to demonstrate how to use the different components.

**To become a member of the Wiki, please select one the following directions:**

1. Activate the link <http://bccounselorsadvisoryboard.wikispaces.com/> and then click on the "Join" tab located in the upper right-hand corner of the page and follow the directions.
2. Email me at [kjones1@btsd.us](mailto:kjones1@btsd.us) and put "BCCAB Wiki Membership” in the Subject Box.

You will then receive an email from Wikispaces/me indicating that you are now a member with editing privileges. Listed below are several Helpful Hints regarding a Wiki:

1. There is not a Spell Check in a Wiki.
2. Write, proofread, and edit the document in Word and then cut and paste to the Wiki.
3. Carefully review the “pasted” information because it may transfer differently.
4. Remember to click the “Save” tab after making changes to your work.
5. Reinvigorating the Bucks County School Counselors Association (BCSCA) of years ago by holding two annual breakfast meetings; one at the Lower Bucks Technical High School and the other at the Middle Bucks Technical High School providing access to all of the school counselors of Bucks County.

To determine the viability of this proposal, would you please complete the attached survey by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_?

If you have any questions about either goal, please either email me at [kjones1@btsd.us](mailto:kjones1@btsd.us) or call me at Armstrong Middle School at 215-945-2570. Thank you.

Best wishes,

Karla M. Jones, M.Ed.