Memo

To: Board members, Volunteers, Friends, and Family

From: Belinda Newman, Director

Date: November 4, 2013

Re: Urgent program needs

As you know, the closing of our area’s largest employer has left many families in financial distress. Although our fundraising efforts have increased, the donations to our center have not. Several of our programs are in urgent need. We need immediate help to continue to offer our services to our community.

If you have any items listed below at your home that you are no longer using, please consider donating them to The Family Advocacy Place. If you would like to purchase some of the items or give a cash donation, that would be great, too. You will receive a receipt for tax purposes.

Feel free to share these needs with your office, church, or professional organization.

Please bring all donations to the main office on Colonial Street, or call 347-555-0115 to arrange pick up. Your response is always astonishing!  We appreciate you very much.