October 31, 2017

Thank you for choosing to participate in the 2017 Combined Federal Campaign, “Show Some Love.”   Penngood is the Outreach Coordinator for this year’s CFC; I am Sranda Watkins, Charity Outreach Coordinator with Penngood.  During this campaign year, your organization will have the opportunity to meet with federal employees throughout the ***Midwest, Zone 15 area***. Listed below is the date and location of a charity fair that is scheduled to take place in your area.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Time | Location | | |
| 14 Nov | 11PM-1AM | USPS Milwaukee P&DC | 345 W St Paul Avenue, 4th Floor Cafeteria | Milwaukee, WI 53203 |
| 14 Nov | 10AM-11AM | USPS Great Lakes Area Office | 500 E. Fullerton Avenue | Carol Stream, IL 60199 |
| 15 Nov | 11AM-12PM | USDA Forest Service Forest Products Laboratory | One Gifford Pinchot  Building 1, Room 500 | Madison, WI 53726 |
| 15 Nov | 9AM-12PM | USPS Milwaukee P&DC | 345 W St. Paul Avenue  4th Floor Cafeteria | Milwaukee, WI 53203 |
| 16 Nov | 4PM-7PM | USPT Milwaukee P&DC | 345 W St. Paul Avenue, 4th floor Cafeteria | Milwaukee, WI 53203 |
| 4 Dec | 11AM-1PM | Clement J. Zablocki VA Medical Center | Matousek Auditorium  5000 W. National Avenue | Milwaukee, WI 53295 |

If you are interested in participating in attending an event(s), please indicate which event(s), complete the contact information below and email to Sranda Watkins, Charity Outreach Coordinator at [swatkins@penngood.com](mailto:swatkins@penngood.com), and the signed the Outreach Program Agreement form attached. If you have previously submitted a signed agreement form, you do not need to resubmit it. All information must be received by email no later than close of business November 8.

*EVENT(S) DATE AND LOCATION:*

*Name of Charity:*

*CFC Number:*

*Address:*

*CityStateZip:*

*Charity Representative Name:*

*Charity Representative Email:*

*Charity Representative Phone:*

*EVENT(S) DATE AND LOCATION:*

I look forward to hearing from you soon.

Best,

Sranda Watkins

Charity Outreach Coordinator