October 28, 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.

**When:** Wednesday, 1 Nov 2017

**Time:**  9-11 AM

**Where:** GAO

 200 W Adams, Suite 700, 7th Floor

 Chicago, IL 60661

**Special**

**Instructions:** Use thecourtesy phone outside of the main/glass door to reach one of the operations staff members who will greet them.

**When:** Thursday, 2 Nov 2017

**Time:** 11 AM

**Where:** U.S. Food and Drug Administration

 550 W Jackson, Floor 16

 Chicago, IL 60661

If you are interested in participating in one of the events, please email your contact information to Sranda Watkins, Charity Outreach Coordinator at swatkins@penngood.com, and the signed the Outreach Program Agreement form attached. All information must be received by email no later than close of business October 31.

*Name of Charity:*

*CFC Number:*

*Address:*

*CityStateZip:*

*Charity Representative Name:*

*Charity Representative Email:*

*Charity Representative Phone:*

I look forward to hearing from you soon.

Best,

Sranda Watkins

Charity Outreach Coordinator