November 1, 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 ***South Central Texas, Zone 19 area***.  Listed below is the date and location of events that is scheduled to take place in your area.

**Where:** George Bush Intercontinental Airport

Lower Level Train

Houston, Texas

**When:** Wednesday, 8 Nov 2017 and

Thursday, November 9, 2017

**Time:**  8:00-5:00 pm

If you are interested in participating in an event, please email Sranda Watkins, Charity Outreach Coordinator at [swatkins@penngood.com](mailto:swatkins@penngood.com) with the date you would like to attend (choose only one date), your completed contact information below, and the signed the Outreach Program Agreement form attached. All information must be received by email no later than November 3rd.

*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