October 24, 2017

Greetings,

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. Don’t miss the opportunity for your organization to meet with federal employees throughout the Eastern Pennsylvania and South Jersey area. Listed below is the date and location of charity fairs that are scheduled to take place in your area. ***Please note there have been several changes, which I have highlighted, from the initial list that emailed earlier.***  Please contact me by email swatkins@penngood.co to schedule which date and location you are interested in participating. If you have already sent in your choice(s) thank you.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Time** | **Location** | **Address** | **City** | **State** | **Zip** |
| 6 Nov | 2 PM | Nuclear Regulatory Commission | 2100 Renaissance Blvd | King of Prussia | PA | 19406 |
| 7 Nov | 10–11AM | General Services Administration | 100 South Independence Mall West | Philadelphia | PA | 19106 |
| 7 Nov | 9:30-10:30 AM | EPA | 1650 Arch Street | Philadelphia | PA | 19103 |
| 8 Nov | 10;30-11:30AM | Nation Labor Relations Board | 615 Chestnut Street, 7th Floor | Philadelphia | PA | 19106 |
| 8 Nov | 10 AM | Customs and Border Patrol | US Custom House,. 200 Chestnut Street | Philadelphia | PA | 19106 |
| 15 Nov | 12-3 PM | Securities and Exchange Commission | 1617 JFK Boulevard, Suite 520 | Philadelphia | PA | 19103 |
| 15 Nov | 11 AM -2 PM | William J. Green Federal Bldg. | 600 Arch Street | Philadelphia | PA | 19106 |
| 16 Nov | 11AM - 1PM | William J. Hughes Technical Center  | Atlantic City Int’l Airport | Atlantic City | NJ | 08405 |
| 16 Nov | 10 AM | Navy OCHR | 700 Robbins Avenue, Bldg 9 | Philadelphia | PA |  |
| 28 Nov | 9-11 AM | Department of Labor | 170 S. Independence W. Curtis Center Bldg | Philadelphia | PA | 19106 |
| TBA |  | USPS |  |  | NJ |  |

Please provide me with the following information:

**Name of Charity:**

**CFC Number:**

**Address:**

**CityStateZip:**

**POC Name:**

**POC Email:**

**POC Phone:**

**Alternate POC Name:**

**Alternate POC Email:**

**Alternate POC Phone:**

Once the dates and locations are confirmed, you will receive an email confirming participation. If you have any questions, feel free to contact me at swatkins@penngood.com or by phone (240) 838-4771.

If you are not the Point of Contact (POC), please forward the letter to the correct person and/or provide me with the contact information.

Best regards,

Sranda Watkins

Charity Outreach Coordinator