

CAL POLY

California Polytechnic State University
San Luis Obispo, CA 93407
Industrial & Manufacturing Engineering Department

Dear Friend of Cal Poly,

I have written this letter to assist our project management students, who are contacting local businesses regarding a worthwhile community service project called **Poly House**. Any assistance that your business can provide will go toward a great cause and will be greatly appreciated.

This spring my project management class will renovate the home of a deserving local family. The purpose of the project is to allow students an opportunity to learn project planning and management skills, while at the same time being exposed to the benefits of community service.

This year, our client is a 16-year-old disabled woman and her aging grandparents. The granddaughter is currently confined to a wheelchair; she was born with a heart defect and had 3 heart surgeries before the age of 3. She developed seizures and experienced a stroke at 13 months. Complications arose in her last heart surgery, leaving her in a coma for 12 days; when she woke up she had multiple, permanent, severe and profound disabilities which left her dependent on others for all self-help needs. In order to help meet those needs, her grandparents – who have had over 20 foster children over the years – have adopted her and are her caretakers. While they make every possible accommodation for her, she has grown over the years, and the physical demands of caring for a dependent young woman has taken a toll. Our goal is to bring them renewed hope, by improving the safety and comfort of their home with the addition of a roll-in shower, an updated heating system, and other much needed renovations that would otherwise go undone.


The challenge for the students is to plan and schedule the work and resources to assure that the entire project can be completed in only six days – the **2nd and 3rd weekends in May** – long before the school quarter ends.

We receive no funding with which to perform the work for this project and depend entirely upon the generosity of businesses and individuals in the community. For those who wish to make financial contributions, we have three levels of giving for the project. The Gold level is for gifts of \$1,000 and above; Silver level is for contributions between \$500-\$999; Bronze level is for gifts of \$499 and below. These monetary contributions make it possible to purchase the necessary materials we need to perform the work. Checks should be made payable to Cal Poly IME Dept. with “**Poly House**” written in the memo section. In addition to funds, we also need a wide range of materials and tools. If you wish to donate materials or tools, please contact me at rjavadpo@calpoly.edu.

Your contribution is tax deductible as permitted by law (Tax ID: 95-1648180), and we will provide you with appropriate documentation for tax purposes. All gifts will be recognized on a banner at the job site viewable by the press, on our project website (<http://www.polyhouse.org>), and with a certificate of appreciation that you will receive. We will also recognize your contribution in the Cal Poly Honor Roll of Donors published each fall.

Thanks in advance for your thoughtful and generous support.

Sincerely,



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