

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 local deserving citizen. The purpose of the project is to allow students an opportunity to learn project planning and management skills while at the same time have exposure to the benefits of community service.

Our selected clients are a delightful mother and daughter whose circumstances prevent them from making many necessary changes to their home. The daughter is 54 years old and has both physical disabilities and chronic depression, stemming from a work related accident some years ago. She has had back surgeries and severe nerve damage in her legs which has left her in constant pain. The daughter is the primary caregiver of her 75 year old mother and also has a mentally and physically handicapped child. Due to her depression, physical disabilities, and overwhelming caregiver stress, she has not had the energy nor the means to maintain their shared home. Her mother's health has continued to become more fragile as a consequence of her diabetes, blindness, and other age related illnesses, creating more dependency on an already frail daughter. It is our goal to improve the safety and comfort of their home and with the possibility for completion of household projects that would otherwise go undone, bring great comfort and hope for them.

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 four days (**2nd and 3rd weekends in May**) 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. We have three levels of giving for the project. The Gold level is for gifts of \$1,000 and above, the Silver level is for contributions between \$500-\$999 and the 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. We also need a wide range of materials and tools. If you wish to donate materials or tools please contact our fundraising team at fundraising@polyhouse.org.

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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