

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 family. 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, a delightful couple both in their late forties, have been dealing with the challenges of disability for many years and whose circumstances prevent them from making many necessary changes in their home. After a year of treatment for a pinched nerve, the husband was referred to a neurologist in 1992, who began treating him for his disorder that resembled multiple sclerosis in its symptoms and presentation. Within 3 years he was confined to a wheelchair. He now has minimal use of his hands and legs and is unable to transfer, feed himself or handle any of his personal needs without assistance. His wife is his primary caregiver. Their home is in need of several modifications and improvements to make it more accessible, safe and livable for him, and to decrease caregiver demands. It is our goal to improve his ability to maneuver safely within his home and with the possibility for completion of a roll-in shower and other household projects that would otherwise go undone, bring great comfort and hope for them.

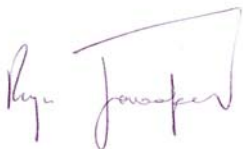
The challenge for the students is to plan and schedule the work and resources to assure that the entire project can be completed in only six days (**2nd and 3rd weekends in May**) before the school quarter ends.

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 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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