



**VOLUNTEER**  
B U R N A B Y

203-2101 Holdom Ave.

Burnaby, British Columbia

V5B 0A5

604-294-5533

October 18, 2016  
Executive Committee of Council  
Clerk's Office, City Hall  
City of Burnaby

Re/: Printing Grant for Volunteer Burnaby' Gift Wrap Program 2016

Dear Executive Committee of Council members,

Volunteer Burnaby is pleased to announce that Brentwood Town Centre has granted us the opportunity to organize and deliver Gift Wrapping Services for the Christmas

Season 2015; the Gift Wrap Program engages the participation of over 150 Burnaby community volunteers, the majority of which are youth that experience community participation for the first time. Funds raised during the campaign are extremely crucial for the work of promoting volunteerism as a right and a responsibility of the citizens of Burnaby and facilitating community development through volunteering.

We would like to express our appreciation of your support of our program in the past four years. Once more we would like to apply for your support through a printing grant of \$1,000 for our promotional and recognition materials for Volunteer Burnaby and for the campaign. This year's campaign will run from December 5<sup>th</sup> to December 24<sup>th</sup>, however we would like to make a request for our grant to be active through to January 15<sup>th</sup> to allow for us to print certificates of recognition for our volunteers following the campaign. Volunteer Burnaby will include the City of Burnaby logo in all printed and published materials as one of the Sponsors of the program in exchange for your generous contribution.

Your generous contribution makes our work possible in the City of Burnaby to assist people to connect to meaningful volunteer opportunities and build capacity in organizations for local volunteering.

Sincerely,

Jeff Scheffel  
Community Developer  
Volunteer Burnaby  
jeff@volunteerburnaby.ca