



September 27, 2017
Executive Committee of Council
Clerk's Office, City Hall
City of Burnaby

Re: Printing Grant for Volunteer Burnaby' Gift Wrap Program 2017

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 2017 Christmas Season. 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 our organization to maintain our quality community programming designed to engage volunteers and promote volunteerism in Burnaby.

We would like to express our appreciation of your support of our program in the past years. Once more we would like to request support from the Executive Committee of Council by way of a \$1,200 printing grant. This grant will be used to generate promotional and recognition materials for Volunteer Burnaby's gift wrap campaign. The campaign will run from December 1st to December 24th this year, however we would like to make a request for our grant to be active through to January 15, 2018 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.

Thank you in advance for any consideration given to this request. Your generous support makes it possible for our organization to make a difference in our community through the values of volunteerism. If you have any questions regarding this grant I can be contacted at your convenience.

Sincerely,

Jeff Scheffel
Community Developer
Volunteer Burnaby
jeff@volunteerburnaby.ca