

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 have exposure to the benefits of service.

Our selected client is a kind gentleman, whose circumstances prevent him from making many necessary changes to his home. While riding his bicycle a couple years ago, he was hit from behind and suffered major injuries. He was flown by helicopter to Stanford Medical Center where they discovered that part of his spinal column had been crushed. Through several surgeries, they inserted four titanium rods and fused his spinal column and removed a rib to repair the spinal column. His hip was shattered and the bone extending from hip to knee had to be cut off and the hip rebuilt requiring hardware to be inserted. Prior to the accident he was very healthy riding his bicycle 200 miles a week and working as a musician. He is now in constant pain, unable to walk more than a few blocks and has difficulty lifting, bending or kneeling. It is our goal to improve the safety and comfort of his home and with the possibility for completion of household projects that would otherwise go undone, bring great comfort and hope for him.

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 specific 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. A list of materials requested by the class is attached to this letter. If you wish to donate materials please contact our fundraising team at fundraising@polyhouse.org or (805) 550-0649.

Your contribution is tax deductible as permitted by law, 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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