

1) 1994 Appeal Letter

We prepared the Appeal letter as we have in the past using the Schenck Mailing list of customers. We had the labels printed in our office at Schenck Fuels. We ended up sending out about 5,450 pieces of mail on the appeal letter. I also went through the phone book and personally selected 300 businesses that were not Schenck Fuels customers and had the addresses put in a computer and printed. The Appeal letter was drafted by Dick Herrlin with some great suggestions that we incorporated into the letter from Ms. Pat Mercer. I personally think that the appeal letter is one of the best that we have ever produced.

I went and obtained a Bulk Mailing permit from the U. S. Post Office which will bring our overall cost of mailing each piece down to 10 cents per letter. The cost of the permit was \$150.00 for the 1st year and \$75.00 for each annual renewal. To the best of my knowledge we will be able to use this for all correspondence as soon as I have the balance of the envelopes printed, this week. This will be what I use to send out all the Thank you notes to each of the people that sent in a donation.

We currently have received 155 donations and collected \$7,355.00 from the mailing. The largest single donation we received was from Ms. Ethel Kennedy Marran in the amount of \$1,000.00. She is related to William Marran, owner of Marran Oil. Our total expenses for the mailing was \$2,802.00 which gives us a net profit of \$4,553.00. I believe that we will continue to receive donations for the next couple of weeks before the checks stop coming in.

2) I would like to change the bank account to the Suffolk County National Bank from the Bank Of New York as it would be more convenient and is closer to my office where I work. If it is ok I will pick up the Corporate resolution tomorrow and have it completed and signed by the necessary officers.

3) The balance of my annual report will be completed shortly and I will deliver copies to Mr. Herrlin, and Ms. Usher next week.

4) I would like to also thank the Board of Directors for the confidence and opportunity that you have given me. I am very proud to be affiliated with the Neighborhood House.

Sincerely,

Steve Graham
Treasurer