

BATTLE HILL ELEMENTARY SCHOOL

MEMO

TO: Mr. Wiggins

FROM: Mrs. Michelle Osborne-Warren

DATE: April 22, 2015

REF: Garden Bench Pick Up

The Home Depot located at 2445 Springfield Ave. in Vauxhall has graciously donated to our school an outdoor bench for our garden. Following the instructions given to us from Chris, assistant manager at Home Depot, I have typed up a letter on school letterhead referencing our phone conversation and am now requesting a vehicle and a man to pick up this bench. Our instructions are for our employee to see a manager or assistant manager at the Home Depot and turn in our letter. They will, in turn, give us the bench. If this could be arranged we would truly appreciate it. I have the letter ready for pick up.

Hope to hear from you soon.

Thank you for your help with this matter.

Donation
0-3

*Battle Hill Elementary School
2600 Killian Place
Union, N.J. 07083*

*Phone: (908) 851-6481 Fax: (908) 851-4414
Principal: Michelle C. Osborne-Warren*

The Home Depot
2445 Springfield Ave.
Vauxhall, N.J. 07088

April 23, 2015

To Whom It May Concern;

Our school experienced a great loss last school year. Walking home from our Jefferson School Concert, Crystal Scretchen, one of our staff members was killed in an accident. She was a highly respected, much loved, talented member of our school family. A few weeks after her loss, a young life was cut short when Jason Lopes, one of our graduates passed away suddenly. He was a great student, into sports, with a bright future ahead of him. Remembering these two special people and honoring their contributions to our school and to our town is something we are discussing at length. In addition to what we have already planned, it was mentioned that perhaps one of our town's businesses would be willing to donate an outdoor bench which would be placed in our school garden in front of the school. This garden, which was started last year, is maintained by our students and teachers with projects worked on during the school year. Butterflies and ladybugs are released in the garden in spring, flowers, vegetables, herbs, shrubs and a small shade tree are grown and cared for all year long. The flowers, vegetables and herbs are harvested and processed in classroom educational projects. The bench would give the garden a homey, comfortable atmosphere admired by passersby and used and enjoyed by all who visit the garden, a place on which students can sit and relax in between sharing the work load.

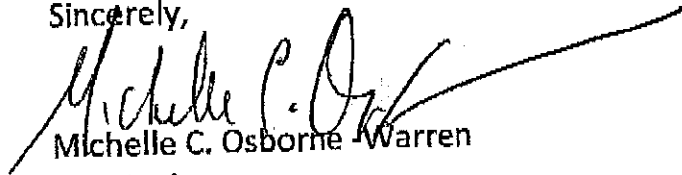
I called "The Home Depot" and spoke to Chris, your assistant store manager, to see if "The Home Depot" would be willing to donate an outdoor bench for this project. Chris, in turn, spoke to Emil, your store manager, with our request. Emil said yes the store would donate a bench for our school garden. Chris told me what I should do to obtain this bench. He said to make a request on letterhead and come into the store with the letter and speak to an assistant manager or manager and pick up the bench. A placard would be placed on or near the bench with a dedication engraved on it in memory of two people who have touched our lives and given us joy and laughter.

Thank you for reading our letter and helping our school out with this request. We appreciate your donation and our school family will enjoy the comfort of sitting in this special place we have created.

We have made a requisition to our maintenance dept. requesting a vehicle to pick up the bench and they are sending a vehicle and a Union Board of Education employee to pick up your donation for us.

If you have any questions, I can be reached at (908) 851-6481.

Sincerely,



Michelle C. Osborne Warren
Principal