

Robert Ogilvie

01 May 2007

Dear Parents,

As your child has probably told you, we just got our first piece of playground equipment installed. We have another item to install as well, but we need some help to make this happen. Someone is needed to spearhead the installation of the equipment. This would involve getting the specs to ensure that all the spacing requirements are met and that all of the equipment and manpower needed is arranged. There will need to be holes drilled, cement poured, the equipment assembled, and gravel (special gravel for playgrounds, not just the regular stuff) spread. Please fill out the bottom of this and return it to school with your child by Fri. May 11 at the latest if you can help out in any way with this project. Someone will contact you as soon as we have a leader to organize this event. Thanks for helping the Parents Advisory Council (PAC) to help Robert Ogilvie students.

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I, _____, can help with the installation of the playground equipment. My phone number is _____. I can help by: (Check off as many as are applicable.)

_____ being a team leader to organize the whole event

_____ providing labour

_____ providing equipment (please specify) _____

_____ providing materials, either with a charge or at no cost to the PAC

_____ other (please specify) _____