



The Erie
Community
Foundation

Helping today... Shaping tomorrow.

459 West Sixth Street • Erie, Pennsylvania 16507 • ph: 814.454.0843 • fx: 814.456.4965 • www.eriecommunityfoundation.org

MEMORANDUM

TO: Ms. Terri L. Birchard CPA
Erie County Technical School Foundation

FROM: Meghan O'Brien
Susannah Weis Frigon

DATE: April 2015

SUBJECT: Fund Distribution

Please be advised that there is \$7,758.00 of income available for distribution from the Erie County Technical School Endowment. In accordance with your agency endowment fund letter of agreement, you may choose to do one of the following:

- Receive this income as a grant from The Foundation
- Receive a lesser amount as a grant from The Foundation: \$3,879.00
(50% of available amt.)
Thank you!
- Receive no distribution at this time

At your earliest convenience, please circle your preference and return this form via fax to 456-4965 or email your reply to:
mobrien@eriecommunityfoundation.org

If there are questions, please do not hesitate to contact me or Susannah Weis Frigon, Vice President Investor Relations at sfrigon@eriecommunityfoundation.org. Susannah is available to meet with you at any time to review your endowment, as well as to discuss donor engagement and development strategies.

Thank you for the opportunity to be of service.

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