MEMORANDUM

TO: FACULTY AND GRADUATE STUDENTS

FROM: ALOYSIUS G. HELMINCK

SUBJECT: TEA FUND

Our collective efforts can support a tea once a week during the semester if we donate $15.00 per faculty member and $5.00 per graduate student.

Please make your cash donations to Logan Leitch in room 4138 SAS Hall.

Thank you for your donation,

Aloysius Helminck
MEMORANDUM

TO: Members of the Mathematics Department

FROM: A. Helminck and J. R. Griggs

SUBJECT: Flower Fund

It is time to make the annual contribution to the "Flower Fund." This is the arrangement recommended by a committee several years ago and adopted by the entire Department. This fund is used to (1) send flowers at the death of anyone in the immediate family (spouse, children, parents, spouse’s parents) of any Department member (2) send flowers to hospitalized members of the Department and (3) send appropriate wedding gift for members of the Department or their children.

Recommended donations for the flower fund are: (any donation would be appreciated)

- Faculty: $12.00
- Staff: $10.00
- Graduate Students: $5.00

Our flower fund was used for the following reasons during the school year (September 2013 thru August 2014):

- Flowers (hospital) – 5
- Wedding Gifts – 1
- Funeral – 2
- Memorial Gifts – 3
- Baby Gifts – 2
- Retirement Gifts - 3

Please give your monetary donation to Logan Leitch in 4138. Thank you for your contribution.

PLEASE NOTIFY DR. GRIGGS OR CHARLENE WALLACE IF A SITUATION ARISES WHERE FLOWERS, GIFT OR CARD IS NEEDED. The Department can’t respond if we don’t know about the situation. Thanks.

September 2014