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January 16, 2007

Tom Schmidt
President
Carl Sandburg College
2400 Tom L. Wilson Blvd.
Galesburg, IL 61401

Dear President Schmidt:

The Carl Sandburg College Foundation seeks approval from the CSC Board of Trustees for an exemption from the College alcohol policy.

The Foundation would like to host a reception, prior to the College's spring theatre production on Friday evening, March 23. This reception will be an invitation only event for current and prospective Foundation donors and friends.

The Foundation Board of Directors recognizes donor stewardship as an important part of the development process. This reception should be considered part of that stewardship and cultivation process.

On behalf of the Foundation Board of Directors, I thank you for your consideration of this request.

Sincerely,



Gena M. Alcorn
Director