

## *Memorandum*

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TO: Matt Shockley, CGHS Principal

FROM: Chris Pratt, Choir Director

RE: Donation of Organ

DATE: 11/9/09

Recently, I was asked as the Director of the HS Choral Department if we would be interested in the possibility of an electric organ being donated by Ms. Linda Rugenstein, a member of the Center Grove community.

I have been in touch with Ms. Rugenstein about this gracious offer a couple of different times and would like to obtain permission to accept this instrument. It is approximately five-hundred dollars (\$500.00) in value, according to Ms. Rugenstein.

Please let me know if there is any further information you require for us to accept this donation. I will await your response.

Thank you,

Chris