 **Memo**

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**From:** Kylie Harris

**To:** All Staff

**Date:** 23 September 2013

**Subject:** Fund raising

Hi everyone

I am the person organising the fund raising in 2014.

You can telephone me on: 4218

Thanks to everyone who helped last year. We used the money to buy a water pump for a village in West Africa.

The target for 2014 is to raise £850.

This will buy a wheelchair for a hospital in Ethiopia.

Please:

* get involved
* look out for the entry form that I will send to you soon
* help us raise the money we need to buy the wheelchair.

Many thanks

Kylie