County of Henrico, Virginia

Interoffice Memorandum

TO: Agency Heads and Key Officials

SUBJECT: Care Packages for our Activated Employees

FROM: Katherine B. Roach
Assistant Director of Human Resources

DATE: April 18, 2003

At the April 1, 2003 pre-board meeting the Department of Human Resources announced that a committee has been formed whose mission is to provide support to our activated employees. The committee's first charge was to put together care packages for the 39 employees who are currently activated.

Since so many employees have asked what they can do for our activated employees, our committee elected to give employees the opportunity to donate money toward the packages and postage. The recommended donation amount is $1 although amounts less than that will certainly be accepted.

We would like for you to appoint one person within your Department to collect money and then send it to the Human Resources Department. All donations, which are strictly voluntary, will need to be in cash and are not tax deductible. The money that is collected will be used for the County employees who are activated.

For your convenience, I have attached a flyer(s) that you can post or circulate within your Department. Should you have questions, please call me at 501-4271.

Katherine B. Roach