

**Human Resource Letter No. 11-17**  
**Toys for Tots Toy Drive**  
**November 17, 2011**

As mentioned in the Agency Wide Meeting this morning, the Toys for Tots Toy Drive has begun and will end on Friday, December 9, 2011. A donation box will be placed in the break room for your toy donations. Please bring your toys unwrapped and for the age range of infant to 14 years of age. As Staff Sargent Sorrell mentioned this morning, there are already over 2,600 children on the recipient list and that number is sure to rise before the holidays.

Anyone that would like to make a cash donation can either bring it to me or log onto the Toys for Tots website at [www.toysfortots.org](http://www.toysfortots.org) to make a tax deductible donation.

Please contact me if you have questions.

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