Dear Colleagues,

We are writing to invite your participation in a book drive organized by *Books for People*, a nonprofit organization that collects new and used books for homeless children and local libraries. Adult nonfiction and textbooks are preferred, as the books are sold with proceeds used to fund tutoring services for homeless youth. The book drive will take place on campus on April 22, 2010. Any book that you don’t need can be donated for this cause and, because *Books for People* is a 501 (c) (3), donations qualify for tax deductions.

**What:** New and used book donation drive

**When:** Thursday, April 22, 2010

**Where:** Your Office at UCLA

**How It Works:** Collect books you’d like to donate and put them in a grocery bag, box, or the like clearly labeled "Books for People." Put the books outside your office door. Send an email to facdevelopment@conet.ucla.edu by Wednesday, April 21, 2010, telling them your office address and that you would like your books picked up. If you’d like the tax write-off, include a note with your name, address, telephone number, and email in an envelope inside the bag of donated books. Include your estimate of the value of the books donated. *Books for People* will process your donation and provide you with a gift receipt that can be used for tax purposes.

[Click on this sentence for more information.](#) Thank you in advance for your consideration of this important request.

Sincerely,

*Robin L. Garrell*  
Chair, Academic Senate

*Rosina Becerra*  
Vice Provost of Faculty Diversity