

Jason Little
833 Grace Hall
Notre Dame, IN 46556

Dear Jason,

Thank you for meeting with us on March 6 regarding the creation of a Student Union Endowment. As per your request, this letter articulates the name, purpose, amount, timing, and appropriate account numbers for the creation of the endowment. We appreciate your help in this effort.

The name of the endowment will be the 'Student Union Endowment.' The purpose of the endowment is to supplement the Student Union Budget, which annually allocates money to all undergraduate student organizations. The amount of the endowment will be \$650,000 (ISH). We intend to transfer the money by March 31. We have decided to pre-fund the reserve in order to immediately go on the University spending plan. The account number to take the money from is _____. The account number to deposit the revenues earned is _____. Please send us receipt of all transactions after completion.

Thank you again for your help. We look forward to working with you.

Sincerely,

Elizabeth Shappell
Student Body President

Patrick Vassel
SUB Manager

Brian Coughlin
Student Activities Director

