

March 23, 2020

Dear Friend of Lasallian Volunteers,

As stated in our earlier letter, Lasallian Volunteers staff and the 30th Anniversary Mass and Gala planning committee has been carefully monitoring the growing concern of COVID-19 over the past few weeks. In light of travel concerns and current social distancing recommendations related to COVID-19, we have decided to postpone the event, which was originally scheduled for Saturday, April 25, 2020, at Manhattan College. Your health and well-being are our primary concern.

After an internal review of our event postponement, we will now implement the following two options for those who have already purchased tickets/tables:

- 1) Christian Brothers Conference will refund ticket/table purchases within 45 days. Donors requesting a refund will need to complete a brief refund request form (*a refund request form will be sent to each donor who purchased a tickets/tables*). The form should be forwarded via emailed or postal mail to the development office. If a refund request is not made within this timeframe, the donor's transaction will default to an automatic refund.
- 2) Any donor who bought tickets/tables has the option to have his/her ticket/table purchase converted into a tax-deductible donation to Lasallian Volunteers. Those who opt for this giving opportunity will receive "complimentary" tickets/tables for the rescheduled event in accordance to their earlier purchase. This request also must be made directly to the development office.

Over the next week, Don Coates, director of development, will be providing refund and/or donation conversion information to all who have pending transactions. Please feel free to contact him anytime at dcoates@cbconf.org or at (202) 529-0047 ext. 103.

Know that during uncertain times like these, your financial support makes it possible for our Lasallian Volunteers to accompany those in need, and we are grateful for your generosity.

Thank you for your understanding. We continue to pray for all those affected by this illness and their loved ones.

We look forward to celebrating together in the future!

Sincerely,



Kathleen Swain, LV 09-11
Director
Lasallian Volunteers

Catherine Calogero, LV 10-12
Chair
30th Anniversary Mass and Gala Committee