Memorandum

From: Cynthia Wheatley

To: Classmates

CC: Greg Larson

Date: February 28th, 2013

Subject: Business Communication Project (Rough Draft)

**Overview:**

In this memo I want to propose an idea to all of you of a goal and a project I have wanted to approach, present, and work on as a team for quite some time now. I have spent some time with the school of the deaf for a few years now and they have very low funding and very few volunteers. I want to propose a few ideas on how we can get more funding and volunteers to this school to help with the communication needs of the deaf and blind. The USDB School has a basketball team that the school is very proud of and the basketball team is the area where I think this funding and volunteer work would be most appreciated. Below are some ideas that I feel could be beneficiary.

**Research:**

The Utah school for the Deaf and the Blind (USDB) offers the Deaf and blind Services Division serves students (birth through 21) across the state that have both a documented vision and hearing loss. Highly trained personnel work in partnership with IEP/IFSP teams to offer a wide variety of service options. Activities help families and service providers gain access to information and resources in support of the child’s educational program.

**Main Ideas:**

* Create free ASL classes by volunteers offering their time to those willing to learn ASL and in return only ask for donations for the school, this would help improve communication and raise funds.
* The NPO USDB School needs more efficient ways to collect funds and donations for the school such as putting out a fund jar at other businesses, or send out emails and mailings to previously people who have donated.
* The USDB schools could create some brochures to promote and market their program and create awareness of the school’s needs.
* The basketball team at USDB has very little funding for team uniforms and the travel expenses of their games so some methods we could do to increase awareness for these needs would be put together school fundraisers for their basketball team.
* Reach out to other schools, or colleges and students who would like to intern at USDB to increase volunteer awareness.
* **Conclusion:**

In order to increase this organization we need to create public awareness, put together more goals, project organization and participation, volunteer awareness in order to accomplish this project. This project may have some hurdles because of communication barriers with the deaf however I promise you it will be a very memorable experience for you and a project that you can be proud of. The time frame of putting together this project should be working together 2 hours a week, for three weeks.