



September 2, 2010

TO: Department Members in Gender and Women's Studies

FROM: Jane Collins, Chair

RE: Dept. Social and Water Fund

Each year we ask your help in replenishing the fund we use to pay for flowers, gifts, beverages, receptions and other similar things, for department members and friends of the department. Following is our suggestion for donations from Program Committee members, the same amount as past years:

|                     |         |
|---------------------|---------|
| Full Professor      | \$25.00 |
| Associate Professor | \$15.00 |
| Assistant Professor | \$10.00 |
| Academic Staff      | \$10.00 |
| Lecturers/TAs       | \$5.00  |
| Classified Staff    | \$5.00  |

You are not, of course, required to contribute. It is important to note, however, that our habit of marking events and occasions with flowers or wine is much appreciated.

In addition, the department has a water cooler for those individuals who would like to participate. Water is paid for by subscribing members and can be added to the amount above or in a separate check. Annual fees are:

|             |           |
|-------------|-----------|
| Faculty     | \$40-\$50 |
| Staff       | \$30-\$40 |
| TAs/PAs/MAs | \$20-\$30 |

Non-subscribers are encouraged to donate on a per use basis. Suggested donations are \$.50/cup - \$1.50/water bottle. There is free water available at the hallway drinking fountain.

Please give cash or **make checks payable to Jane Collins** and either hand it to her or mail it to her. Payment can be pro-rated by semester if you would rather pay a smaller amount at one time.

PLEASE NOTE\*\*\*

CHECKS MADE OUT TO THE WOMEN'S STUDIES PROGRAM CANNOT BE CASHED.

Thank you.

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