



Gina M. Zawitoski
President

December 8, 2017

Randolph S. Sergent
Vice President

Hammond Elementary
Attn: Gwyn Calanni
8110 Aladdin Drive
Laurel, MD 20723

W. Craig Engelhaupt
Treasurer
Immediate Past President

Kimberly Dorsey Bronow
Secretary

Dear Ms. Calanni,

Trustees

Marianne Alexander
Alice Giles
Elmina J. Hilsenrath
Jonas Jacobson
Edward J. Kasemeyer
Woody Merkle
Charles H. Miller
Brett S. Plano
Mark Southerland, Ph.D.
Holly Stone
Ryan Sturm
Audrey Suhr
Cheron Victoria Wicker
Nat Williams

The Howard County Conservancy is pleased to confirm that we will be visiting your school on **Friday, April 13, 2018** for a third grade Single Owl Outreach Program. The program will include **1 session** that are approximately **55 minutes** in length, beginning at **9:45 am**.

The Conservancy staff member and volunteer representatives will be arriving at your school 20 minutes prior to the first session. We will be checking in with the front office upon arrival at the school. Please be sure to notify your front office on when to expect Conservancy representatives and where to direct them to set up the program.

Please go over the following rules with your students before Howard County Conservancy representatives arrive:

1. Enter and exit the program room quietly
2. Please remain seated during the program (unless they have to use the restroom)
3. No loud voices during the program

Thank you for booking a Single Owl Outreach Program with the Howard County Conservancy.

Kylie Watson, Belmont Program Manager
410-465- 8337
kylie.watson@hccconservancy.org

MT. PLEASANT LOCATION
10520 Old Frederick Road
PO Box 175
Woodstock, MD 21163

BELMONT LOCATION
6553 Belmont Woods Road
Elkridge, MD 21075

Phone 410-465-8877
www.hccconservancy.org



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INVOICE

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Elmina J. Hilsenrath
Secretary

Marianne Alexander
Immediate Past President

Description of Service

Trustees

Richard E. Deutschmann
Patricia S. Gordon
Jonas Jacobson
Edward J. Kasemeyer
Woody Merkle
Charles H. Miller
Brett S. Plano
Holly Stone
Audrey Suhr

Provide a Single Owl Outreach nature program for fifth graders at Hammond Elementary School. This program will take place at the school starting at **9:45 am.**

Meg Schumacher Boyd
Executive Director

Date	No. Of Students	Fee/Student	Total
April 13, 2018	120	n/a	\$200.00
		Total Due:	\$200.00
		Total Received:	\$0.00

Balance Due: **\$200.00**

Checks can be made payable to The Howard County Conservancy and given to Conservancy staff on the day of the scheduled program or mailed to us at PO Box 175 Woodstock, MD 21163

Thank you!

Kylie Watson, Belmont Program Manager

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