

**From:** Margaret Laraviere <[Margaret.Laraviere@cityofchicago.org](mailto:Margaret.Laraviere@cityofchicago.org)>  
**Sent:** Wednesday, May 18, 2022 1:54 PM  
**To:** Steve Berlin <[Steve.Berlin@cityofchicago.org](mailto:Steve.Berlin@cityofchicago.org)>  
**Cc:** Reshma Soni <[Reshma.Soni@cityofchicago.org](mailto:Reshma.Soni@cityofchicago.org)>; Frankie Shipman-Amuwo <[Frankie.Shipman@cityofchicago.org](mailto:Frankie.Shipman@cityofchicago.org)>; Elizabeth Baum <[Elizabeth.Baum@cityofchicago.org](mailto:Elizabeth.Baum@cityofchicago.org)>; Jonathan Ernst <[Jonathan.Ernst@cityofchicago.org](mailto:Jonathan.Ernst@cityofchicago.org)>  
**Subject:** Acceptance of Donation to the City for Seniors to Celebrate Older Americans Month

Hello Mr. Berlin,

We have a city vendor, Aztec, that has made a donation to the City for our seniors that visit our Senior Centers. The donation is not for City employees nor is it for City use.

In celebration of Older Americans Month and as part of a free raffle for seniors, Aztec is donating the following items (valued at \$200) listed below:

10 8x10 picture frames  
10 small bedside clocks  
20 throw blankets

We accept this gift from Aztec as a gift to the City to be shared with the Seniors that attend our Senior Centers.

Please let us know if anything else is required to document the gift to the city.

Thank you for your assistance with this matter.

Margaret

Margaret LaRaviere

Deputy Commissioner, Senior Services Division/AAA Executive Director

Department of Family and Support Services

1615 W. Chicago – 3<sup>rd</sup> Floor

Chicago, IL 60622

312-746-5682