

Example



THE 100 CLUB

1233 West Loop South, Suite 1250 Houston, Texas 77027-9107
Office 713-952-0100 Fax 713-952-0181 Internet: www.the100club.org

Howard D. Moon, CLU, Chairman
Charles F. Milstead, President
Vice Presidents: John R. Braniff
Richard C. Kuriger, III
Thomas E. "Tom" Pizzo, Jr.
Jerry Johnston Andrew, Secretary/Treasurer
Richard A. Hartley, Executive Director

February 5, 2003

Chief Tom Jatzlau
Roman Forest Police Department
2430 Roman Forest Blvd.
Roman Forest, TX 77357

Dear Chief Jatzlau:

The 100 Club Board of Directors met on Tuesday, February 4, 2003, and on the recommendation of the Finance and Request Committee Chairman Tom Pizzo approved your request for four (4) radios and six (6) vests at cost of \$11,877. We are pleased that we can help in this instance, however The 100 Club should not be considered as a primary source of funding for life protecting equipment.

For your information and compliance, the procedures for securing these items are enclosed. We ask that the 100 Club logo be displayed on equipment purchased and have logos available for your use. Please let us know how many you will need. **Once the equipment has been received, you will need to notify us in writing (item #3 of the securing procedures). No invoices may be paid until we have your written statement.** We may also want to make a formal presentation of the equipment.

Cordially,

Charles F. Milstead
President

CFM/ps

Enclosures

Cc: Floyd O. Jackson, Jr., Mayor
Chris Parr, Mark Byrd, Sam Jones, Walter "Rusty" Herman, and Jack Burke
City Council Members

The 100 Club provides funds to dependents of Peace Officers & Firefighters who are killed in the line of duty, educational opportunities, and life saving equipment.

DIRECTORS: Robyn Adair, George R. Bolin, Clair Branch, N. M. "Mack" Brown, J. L. "Bubba" Butera, James M. "Jim" Clepper, Patrick B. Collins, George A. DeMontrond, III, Fred Gebhardt, Dick Graves, Jodie Lee Jiles, Clarence F. Kendall, II, H. Stuart Lang, Jr., Bob Lawrence, Webb K. Melder, John J. Montalbano, Jack Moore, MD, Garry L. Plotkin, John F. Rader, III, Jack M. Rains, Gary Randazzo, Barry Silverman, Jeff Swantkowski, E. P. White, and Charlie D. Worthen **LIFETIME DIRECTORS:** K. S. "Bud" Adams, Jr., Morton A. Cohn, Mary Cooper, Freeman B. Dunn, Farrell G. Huber, Jr., L. Bryan Hutcheson, David H. Morris, and Mark Nielsen