

MONTGOMERY COUNTY EMPLOYEES' COMMITTEE 2017



To All Montgomery County Employees:

The Montgomery County Employees Committee is sending out this letter about the Secret Pal Program. We have been doing this program now for several years and we feel this is a great opportunity for you to learn more about the Montgomery County employees!

Participation is as easy as 1 – 2 – 3

1. You send in your information and we match you up with another County employee.
2. **ONCE A MONTH**, you'll send your secret pal a card or gift. Keep in mind it doesn't need to be expensive! You'll want to acknowledge special dates, such as birthdays, anniversaries and holidays.
3. Have your gift delivered to the County Mail room. Please let the ladies in the mailroom know that you are leaving a gift and to whom it's for. Ask if they would not mind calling that person to let them know that they have a gift waiting for them. Please make sure that the person's name, department and extension number is on the package. Do not put your name on the package. ***AT THE MAILROOMS REQUEST PLEASE NO PACKAGES DELIVERED ON FRIDAYS! THANK YOU IN ADVANCE FOR YOUR COOPERATION ON THIS ☺***

If for some reason you are no longer able to participate or you are leaving the County, please feel free to contact me at ext. 7948, so I'll be able to replace you.

Revealing will be done at the Employees Christmas Luncheon in December. You will finally reveal yourself to the employee that you have been sending to all year long.

If you are interested in participating in this program, fill out the information form and either e-mail tracy.hutchison@mctx.org or inter-office mail it to me. You may contact me at the District Clerk's Office at extension 7948 with any questions or concerns that you may have.

Thank you,

Tracy Hutchison
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Secret Pal Coordinator
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