

To : **All Team Members**

From : Atty. Angelique Margret T. Natividad, HR Director

Re : Ukay-ukay for a cause

Date : September 30, 2021

We are pleased to invite you to our ukay-ukay for a cause, a fundraising activity, on October 8, 2021 from 3pm to 5pm, at the Unicon Bldg. The money collected from the ukay-ukay will be donated to a/some charitable organization/s.

Anyone who wants to participate can register with HR until October 7. You may also donate your preloved items. You can drop your items on October 4, 2021 to give the organizers time to arrange the items received.

To make this fundraising activity our best one, below are the guidelines:

1. Honesty System will be implemented which means
 - a. No cashier to take your payments. Instead a jar/dropbox will be provided at the venue.
 - b. No price tags on the items; buyer shall determine the price of the item to purchase according to what they feel is fair.
2. Waiting line will be managed by the organizers to maintain physical distancing.
 - a. Team members will sign up on or before October 7th to participate;
 - b. List of names will be posted online a day before the event;
3. Team Member will only be allowed to purchase a maximum of ten (10) items to give other Team Members an opportunity to buy.
4. Physical distancing must be practiced at all times in the waiting area and inside the ukay area. Please provide your own alcohol or hand sanitizer.

Thank you in advance for your contribution. We hope to see you at our ukay-ukay!