



805 W. Middle Street Chelsea, MI 48118 | 734.433.1000 ext. 7502
1049 E. Paris Ave. SE Grand Rapids, MI 49546 | 616.577.2297

June 12, 2020

Dear Friends of the UMRC and Porter Hills Foundations,

We hope you are doing well and staying healthy during this very difficult time in our history. You are in our thoughts and prayers for your safekeeping.

You should know how much we miss seeing your lovely faces and beautiful smiles. But we also know that we can't safely be with you right now as we would like. The face-to-face contact, hugs, and handshakes we would normally exchange just aren't possible while COVID-19 is a part of our world. We must think of creative ways to stay connected with you until we can safely be close to you again.

That's why our Foundation team has created the attached "Safe Code of Conduct for Donor Visits During COVID-19." This array of opportunities to engage with you includes everything from good old-fashioned handwritten notes to phone calls and iPads, virtual visits, and even videos. We also look forward to socially distant visits in larger indoor spaces such as the conference room or Chapel or, as the weather improves, outside visits in your driveway or other outdoor space. Maybe even a picnic-style meeting or coffee from our cars!

We're also planning other fun activities to engage with you, from virtual Happy Hours, to book clubs, to concerts. We know you have creative ideas as well. We hope you will share those with us!

We understand how hard it is to be apart from friends and loved ones. Thank you for your patience during these challenging days, and we look forward to rejoicing with you when these days are behind us. In the meantime, we are excited to connect with you in new, creative ways. God bless you and stay well!

With warmest regard,

A handwritten signature in blue ink that reads "Wendy Brightman".

Wendy Brightman
President, UMRC &
Porter Hills Foundations

A handwritten signature in blue ink that reads "Joanna Hogan".

Joanna Hogan
Vice President of Philanthropy
Porter Hills Foundation

A handwritten signature in blue ink that reads "Melissa Goodson".

Melissa Goodson
Major Gifts Officer
UMRC Foundation

Enclosure

UMRC Foundation & Porter Hills Foundation Safe Code of Conduct for Donor Visits During COVID-19

COVID-19 has made it difficult, but not impossible, for our UMRC Foundation & Porter Hills Foundation teams to visit with friends and donors. We must think of creative ways to stay connected with you until we can safely be close to you again.

Our Foundation teams have created this *Safe Code of Conduct for Donor Visits During COVID-19* to help ensure both your health and safety, and that of our team members.

Methods to stay connected with each other include the following:

- **Contact from Different Locations**, such as:
 - Handwritten notes
 - Phone calls
 - Virtual visits
 - Skype
 - FaceTime
 - TEAMS
 - Zoom
 - VIP iPad drop-off
 - Use of video calls

- **In-Person, Socially Distant Visits** – Maintaining social distancing (six feet apart) and wearing masks as needed. These may include, but are not limited to:
 - Outside visits from driveways or porches, gazebo, or other outdoor spaces on our campuses
 - Walks
 - Car to car coffee
 - Drive through meals side by side
 - Picnic style meeting
 - Phone calls through the window of a person's home
 - Indoor options when permitted, such as
 - Visits in a large conference room setting
 - Chapel space
 - Other venues

- **Hosting “Virtual” Activities**, including, but not limited to:
 - Book clubs
 - Happy Hour
 - Movie night – streaming or live
 - Concerts
 - Museum or art discussions
 - Attend regular resident events via technology
 - Host a game night or play virtual games
 - Craft time – drop off materials and do it together
 - Group coloring contest
 - Virtual challenge to solve a mystery
 - Virtual talent show

We look forward to hearing your ideas as well and adding to this list. For more information, please contact:



Wendy Brightman
 President, UMRC &
 Porter Hills Foundations
 734-678-7062
 wbrightman@umrc.com



Joanna Hogan
 Vice President of Philanthropy
 Porter Hills Foundation
 616-460-6924
 jhogan@porterhills.org



Melissa Goodson
 Major Gifts Officer
 UMRC Foundation
 734-417-9018
 mgoodson@umrc.com