



CITY OF ANN ARBOR, MICHIGAN

Public Services, 100 North Fifth Ave.
P.O. Box 8647, Ann Arbor, Michigan 48107

www.a2gov.org/compost

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Subject: Request for Municipal Compost for Ann Arbor school or nonprofit educational or beautification project

To Whom It May Concern:

The City of Ann Arbor Compost Center will consider requests for donating up to 5 cubic yards of cured municipal compost for specific Ann Arbor school or local nonprofit beautification projects. Before I may review to approve this donation, the city will need to have the following information:

1. **Authorization of this project by the school, written on school letterhead**, signed by an authorized representative of the school, such as the principal, head of the PTO, etc., and a sentence on how the compost is to be used. **Please include a return fax number**, if available, to be able to have the city respond to you in writing in a timely manner.
2. **Include the specific amount of finished compost or mulch you are requesting**, up to five cubic yards of compost per school per year.
3. **Provide a description of the specific vehicle that will be used to pick up the materials** (such as an Ann Arbor School's pickup truck and number, or a volunteer parent's pickup truck with license number, etc.).
4. **Include the day or specific week that the compost will be collected** from the municipal compost site at 4150 Platt Road (794-6380). The donation approval will expire 60 days after issuance.

Please mail, fax (734) 794-6374 or e-mail this letter at least two weeks before your planned collection of the compost. This will allow time for the city to review your specific request and to be able to clarify any remaining questions.

Best wishes on your project.

Sincerely,

Nancy Burghardt, Public Services Field Operations Supervisor
nburghardt@a2gov.org (734) 794-6350 ext 4-3309