Dear Student Families,

We offer a Birthday Cake/ Special Event service so that you (as families) may do something extra for your student while s/he is away at college. Proceeds from this project go to the Marjorie Martin OU Scholarship.

Cakes (Birthday or Special Event) - $15 each

A student loves to receive a special treat especially on his/her birthday. It is also fun to be remembered on a holiday or other special event(s). You may designate one or more events that you would like to do a special remembrance for your OU student.

Please indicate flavor of cake and choice of frosting.

Special Event Information For Your OU Student

Employee Relations Committee
Special Event Order Form
2009-2010 Academic Year

Student Name: ___________________________________________________________

Parent’s Name: ___________________________________________________________

Parent’s Phone: __________________________________________________________

Cake Orders: (please indicate which one or both)

☐ Birthday Cake - $15  Event Date ______  Cake flavor ________  Frosting ________

Message to enclose: _______________________________________________________

From (list names): _______________________________________________________

☐ Special Event - $15  Event Date_______  Cake flavor__________  Frosting ________

Message to enclose: _______________________________________________________

Other comments/ requests: _______________________________________________

From (list names): _______________________________________________________

Order Instructions

Please send completed order form with check or money order to:

Ottawa University
Employee Relations Committee
1001 S. Cedar, Box #155
Ottawa, KS 66067-3399
Phone: (785) 242-5200 x5508