



CHICAGO DEPARTMENT OF AVIATION
CITY OF CHICAGO

April 1, 2015

USO of Illinois Administrative Office
Alison Ruble
333 S. Wabash Avenue, 16th Floor
Chicago, IL 60604

Dear Ms. Ruble,

The Chicago Department of Aviation received a gift from the Foodstuffs Gourmet Foods and Catering in Chicago. While the gesture is appreciated, it cannot be accepted based upon the CDA's Ethics Policy.

The CDA has a zero-gift policy. In essence, the City of Chicago has a law that contains several restrictions on receiving gifts. In addition to the City law, the Chicago Department of Aviation has a policy that prohibits any gifts by vendors or prospective vendors to be accepted by department employees and their families. The policy states that regardless of the value of the gift, any employee whose duties or responsibilities involve the Chicago Department of Aviation cannot accept gifts.

Therefore, the CDA would like to donate the 2 bags of food to the USO of Illinois. The CDA appreciates the relationship with the USO of Illinois and supports its mission of enhancing the quality of life of the U.S. Armed Forces personnel and their families and to create a cooperative relationship between U.S. military communities and involved or supporting civilian communities.

We hope the gift brings happiness to the U.S. Armed Forces. We wish you and everyone at USO of Illinois a very joyous season.

Thank you.

Sincerely,

Jessica Sampson
General Counsel
Chicago Department of Aviation

cc: Chicago Board of Ethics
Document Control
Angela Manning