



CHICAGO DEPARTMENT OF AVIATION  
CITY OF CHICAGO

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

Friday, December 19, 2014

Dear Ms. Ruble,

The Chicago Department of Aviation received a holiday gift from the Consulate of Lithuania 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 edible tree 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 edible holiday gift brings happiness to the U.S. Armed Forces. We wish you and everyone at USO of Illinois a very joyous Holiday Season.

Thank you.

Sincerely,

Elisa Sledzinska  
Chicago Department of Aviation

cc: Chicago Board of Ethics  
Document Control  
Angela Manning