Dear Colleagues,

It is my pleasure to announce the beginning of this year’s State Charitable Contributions Program

If you did not know by now, the coordinator for our site is \_\_\_\_\_. (S)he has been working incredibly hard on our site’s Kickoff which will be held on \_\_\_\_\_\_\_\_\_.

I will be at this event and it would be great to see all of you there as well. [Campaign] is an incredibly important and valuable endeavor, raising [insert amount raised] across our state for our friends and neighbors in need. This is a campaign that truly benefits you, and our entire community, as it links you up with truly deserving and well vetted charities changing lives around the world.

Whether you have never given, or it’s your first year as an employee, or if you’ve been giving generously for years to SCCP, I hope you will join me at the kickoff. There will be speakers from the \_\_\_\_\_ and \_\_\_\_ charities. Coffee and treats will be provided as well.

Thank you for your time and have a good day,

J Smith

Dear [Agency Head or Supervisor],

I am honored to serve as SCCP Coordinator for 2016-17 campaign year.

I am reaching out to you in regards to the SCCP]. As the coordinator for our site, I am looking forward to facilitating a successful campaign. As you know, [campaign] is a powerful, employee focused and cost efficient way to help our neighbors in need. I believe in the mission of the [campaign] and am excited to run a campaign for our agency. There are two specific ways in which you can directly support me in this endeavor.

1 – Attend our individual agency kickoff, to be held at \_\_\_\_\_\_ (or ask for dates that they are available). Your presence at the kickoff gives it a credibility that it would not have without you in attendance. In fact, an email coming from you to the staff, promoting the kickoff and saying that you will be saying a few words, would essentially guarantee that all staff attend. This is the basic foundation for a successful campaign.

2 – Make a visible contribution along with a “challenge gift”. You certainly would not need to say how much you are contributing, but by simply announcing at the kickoff that you will be giving, and that you believe in the importance of the [campaign], that will have a powerful effect on our staff’s perception of the campaign. Additionally, I’m hoping you will feel encouraged to make a “challenge gift”. This means announcing at the kickoff that if our site hits its individual campaign goal, that you will do something for them. Examples of the challenge gift include:

A - Giving all those who contributed a half day on a particular Friday

B – Buying breakfast/Coffee for all who contributed

C – Giving permission to those who contributed to have a casual Friday

D – Agreeing to something more outrageous like a haircut, shaving your beard, an ice bucket challenge etc. (all of these have been done by other agency heads/supervisors in the past!)

Tweak challenges to make them all employees, whether they gave or not. Employee focused.

Last year our site raised \_\_\_\_\_ and our goal was \_\_\_\_\_. Our goal this year is \_\_\_\_\_ and I know with your support we can reach and surpass that goal. Please ask if you would like me to send along additional information. I look forward to hearing from you about potential kickoff dates and working with you on this incredible valuable cause.

Thank you for the opportunity.

Best,

\_\_\_\_\_\_\_

Dear Colleagues,

It’s that time of year again; the time when we think about those in our community that are in need. It’s the time when we remember that we can change their lives through one simple act.

I am reaching out to you in regards to the State Charitable Contributions Program. You may be aware that I am the coordinator for our site, and am looking forward to working with ALL of you to Make A Difference, Reach our Goal, and have a Fun and Successful Campaign.

SCCP is a powerful, employee focused and cost efficient way to help our neighbors in need.

Our agency’s Kickoff for this year’s campaign will be\_

Date:

Time:

Location:

Our Director \_\_\_\_\_ will be in attendance and we will have some charities from the campaign speaking about the services they provide.

Last year our site raised \_\_\_\_\_ and our goal was \_\_\_\_\_. Our goal this year is \_\_\_\_\_ and I know with your support we can reach and surpass that goal. I look forward to seeing you at our kickoff as we gear up to support neighbors in need.

Thank you for the opportunity.

Best,

\_\_\_\_\_\_\_

Dear Colleagues,

We have kicked off our SCCP and we are off a great start!!!

To make you pledge you can give online [www.giveattheoffice.org/\_sccp/](http://www.giveattheoffice.org/_sccp/) or reach out to one of our campaign volunteers to complete a pledge form.

We will be having a bake sale on \_\_\_\_\_\_\_ to raise funds for our neighbors in need.

Remember:

**$2 per pay-period provides** 12 elementary school students with trained volunteer tutors to help with reading and math.

**$5 per pay-period provides** after school care (food, health, recreation, and homework help) for one child for a year.

**$10 per pay period provides** five and a half weeks of work training.

**YOUR DOLLARS TRULY MAKE A DIFFERENCE!!!**

The bake sale will be held at \_\_1pm\_\_\_ in \_\_\_Conference Room\_\_\_. Come on down, have something sweet, and **change a life today!!!**

Dear Colleagues,

We are getting closer to our GOAL!! So far we have raised \_\_\_\_\_ and our goal is \_\_\_\_\_\_.

We need YOUR HELP to get there!!!

Army reservists march into Louis’ yard on a mission: to grant his wish and give him the courage to overcome Burkitt’s lymphoma.

Louis knew volunteers would grant his wish to have an Army fort. But the visit from the soldiers surprises him … and becomes the highlight of his wish. He can’t believe it. The people he idolizes are in his yard, hanging out on his new fort!

The reservists have gifts for Louis – dog tags, a sleeping bag, camouflage paint, a canteen and even a uniform just like theirs.

Louis is in high spirits, with a smile ready for everyone. He tackles the rock-climbing wall and finishes with trips down the slide. He hunkers down in the playhouse tower to hear stories about life in the Army. He learns how the monkey bars and rock-climbing wall are just like the obstacle courses that soldiers use for training. Today is not about lymphoma – it’s about Louis, his wish and the promise of his future.

And today is a turning point for Louis’ parents. They regain their confidence. Yes, Louis *will* win his fight with Burkitt’s lymphoma. They know that people care about Louis enough to grant his one true wish – and that he can turn to the memories of his wish for solace and strength as he gets well again.

Want to make a pledge **NOW?** Here is the direct link to our website where giving is one [www.giveattheoffice.org/\_sccp/](http://www.giveattheoffice.org/_sccp/) away!

Dear Colleagues,

We have almost reached our campaign goal. If you have already given thank you. If you are still on the fence about how you can make a difference, here are some reasons to give to SCCP:

**WHAT CAN THE POWER OF 10 DO?**

**Your individual efforts:**

         $10 buys a mosquito net, delivers it and educates communities on its proper use to prevent malaria

         $10 provides 50 meals of hope for families affected by natural disaster.

         $10 provides healthcare for one new mother and her baby.

         $10 provides diabetes testing supplies to 500 people.

         $10 gives diabetes risk tests to 500 individuals

**Our combined efforts:**

         $20 provides clean water for an entire village in Africa.

         $50 assists injured service members through support programs and counseling services.

         $60 buys waterproof sleeping mats for 60 children who have lost their homes in a natural or manmade disaster.

         $100 ensures someone suffering from cancer the opportunity for a full month of chemotherapy treatment.

         $150 feeds 3 guide dogs in training for a month.

         $200 provides one year of tutoring for a child who needs extra help in school

**Just $10 provides charities the opportunity to obtain resources needed to assist the world’s most vulnerable people.**

**ALL YOU NEED IS THE POWER OF 10 TO MAKE A DIFFERENCE**

Dear staff,

CONGRATULATIONS!!!

We have reached (surpassed) our SCCP campaign goal!!!!

You made it possible! You helped our office to truly change lives in our community and beyond.

And REMEMBER, because we reached goal, \_\_\_\_\_\_ (supervisor) will be doing \_\_\_\_\_\_!!!

If you never made a donation and would still like to DON’T WORRY there is still time!!

Simply go to [insert link] and join your generous colleagues who made a different this year!

TOGETHER we achieved a wonderful accomplishment and you should all walk especially tall today!!

THANK YOU, again, to everyone who helped make our campaign possible.