



The Campaign - Coordinator Template: “Save-the-date”

SAVE-THE-DATE LETTER – TEMPLATE 1

Dear Fellow Employees:

[Organization Name] is about to embark on The Campaign. Thanks to your generosity last year, we raised [\$\$\$ raised from last year’s campaign]. We encourage you to help us build on that success by pledging your support to your favorite nonprofit charitable organizations during the [year] [campaign name].

Visit <https://gasccp.causecast.com/login> between [campaign period] for more information, campaign updates, and to make a difference in our local community.

Thank you,

[Coordinator name]

[organization/campaign committee name]

SAVE-THE-DATE LETTER – TEMPLATE 2

Dear Fellow Employees:

As [Organization Name] gets ready to embark on The [Enter Year] Campaign, we ask you to step back and reflect on the following questions for a moment:

- What people and organizations influenced you as a child and helped shape the person you’ve become today?
- What life events have impacted you this past year and made you feel grateful?
- What stories in the news have tugged at your heart and made you think ‘someone should do something about that’?

[Organization name’s] workplace giving campaign is about giving back to a community that has already given so much to each of us and it’s an opportunity to shape the future.

Save-the-date!

Our [year] [campaign name] will take place [campaign period], and we encourage you to help us build on last year’s success by supporting your favorite nonprofit charitable organizations.

For more information about this year’s campaign, visit <https://gasccp.causecast.com/login> or contact [contact name and information] with any questions.

Thank you,

[Coordinator name]

[organization/campaign committee name]



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SAVE-THE-DATE LETTER – TEMPLATE 3

Dear Fellow Employees:

We all understand the importance of having a place to take our child when they are seriously ill. We know the need for programs that help our parents and elderly in the community, along with the value of medical research in the fight against many life-threatening diseases. We appreciate the value of investing in programs that educate our youth and provide our peers the opportunity to lift themselves up out of difficult times.

The charities that provide these critical services depend on your support, and last year we raised [\$\$\$ amount] for nearly [approximate number] charitable organizations, thanks to your generosity.

Save-the-date!

From [campaign period] [organization name's] [year] [campaign name] will take place, and we encourage you to help us build on last year's success by supporting your favorite nonprofit charitable organizations again this year.

For more information about this year's campaign, visit <https://gasccp.causecast.com/login> or contact [contact name and information] with any questions.

Thank you,

[Coordinator name]

[organization/campaign committee name]

REMINDER/ENCOURAGE PARTICIPATION LETTER – TEMPLATE 4

DRAFT TEXT

Wouldn't it be amazing if all employees pitched in this year to support our communities? To some of us \$2.00 could mean buying a cup of coffee or a pack of gum from a convenience store. But to many people in our communities, \$2.00 could be the difference between life and death.

Through your workplace giving campaign, you can have [agency name] deduct a small amount of money from your paycheck each pay period for a year. This is the perfect way to make a larger contribution and pay for it in small, more feasible installments.



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Each deduction from your paycheck directly helps people in communities by keeping vital services available and active for those in need. You would be surprised what a charity can do with even a small amount of money. But, don't think of your gift as one, small donation. Think of it as collective giving. When you donate a sum of money to a charity, thousands of employees from across the country are also donating to that same charity through their workplace giving campaigns. And as a result, suddenly that charity has a large amount of money and resources it can use to make a significant impact.

Some Ways Your Donation Can Help:

\$2.00 per pay period purchases approximately 50 pounds of pet food to be delivered after a natural disaster.

\$5.00 per pay period provides 2 new, free books to a child who may not have any books of their own at home.

\$10.00 per pay period provides a certified diabetes educator to provide counseling to patients via a Diabetes Helpline as well as glucose screenings for diabetes.

\$15.00 per pay period provides one to two hot meals each school day (depending upon region) to a child in another country

\$20.00 per pay period provides a set of 12 easy-to-read cancer survivorship brochures targeted to different underserved populations each month.

\$50.00 per pay period purchases pipettes for one Spinal Cord Injury research laboratory for one (1) year.

\$100.00 per pay period feeds all research animals in one (1) Spinal Cord Injury research lab.

Make a difference, visit <https://gasccp.causecast.com/login> and pledge today!

Thank you,

[Coordinator name]

[organization/campaign committee name]