

SAMPLE LETTERS, EMAILS & NEWSLETTERS

Sample Employee Newsletter Article

“Payroll Deduction Makes Donating to Charities Convenient”

Federal employees are an important part of each and every community where we live and work. As Federal employees, we can make our local, national and international communities a better place to live when we take advantage of the opportunity to contribute to the Desert Southwest Combined Federal Campaign (CFC). This year’s campaign runs from _____ to _____.

This year's CFC theme is "Donate Today-Transform Tomorrow." With the unselfish generosity of Federal employees, military personnel and postal employees, last year your local CFC raised \$1,112,283 to support our shared communities. Working together, Federal employees contributing through CFC can deliver emergency services, medical care, education, training, food and resources. In addition, we can provide hope for the future for many people who would otherwise have no hope. Your donations today, creates the hope that transforms tomorrow.

You may choose to invest in medical research, the environment, education, reducing homelessness, community advocacy, social programs and much more through the Combined Federal Campaign payroll deduction. You may also give a one-time gift to the charity of your choice through this campaign. A small investment of \$5 a pay period can make a huge impact in the lives of others. (*Use the Campaign Facts – “What Your Gift Can Do”*).

Since the CFC’s inception, federal employees have made a huge impact to those in need by collecting \$7 billion! Together we can make a difference in our communities by donating to CFC. Please donate by pledging today. For more information about the Greater Olympic Peninsula CFC, contact Tamra Ingwaldson, Director at 360-373-2182.

E-mail Examples:

#1:

The Greater Olympic Peninsula Combined Federal Campaign (CFC) begins _____ and runs through _____. CFC’s theme this year is “Donate Today-Transform Tomorrow.” A (xxxxx) event is planned for (*date/time/location*). Come and enjoy refreshments while learning more about the different charities whom benefit from your donations to CFC. Payroll deduction makes giving easy. A one-time gift to the charity of your choice is also welcomed. Both methods allow you to support your community and the charities of your choice. Join us as we make a positive impact on our community by pledging today!

#2:

Did you know that if you pledge \$2.00 per pay period you can (*Pick a fact from “What Your Gift Can Do!”*) The Greater Olympic Peninsula Combined Federal Campaign is going on now. Please pledge today. If you have any questions, please call (*your name and phone #*).

#3:

The Greater Olympic Peninsula Combined Federal Campaign begins _____ and runs through _____. This year’s theme is “Donate Today-Transform Tomorrow.” Please join us as we strive to reach our campaign goal of \$_____. Join in supporting your community by returning your completed pledge form to your coordinator by (*date*).

ENDORSEMENT FROM AGENCY HEAD

Sample letter from agency head to employees: **(Always check with your agency head before sending anything in his/her name.)**

Date

Dear Employee:

As employees of the _____ we take pride in our jobs and in the government we serve. In the next few weeks, we will have the opportunity to reach beyond our job assignments and show our commitment to the communities in which we live and work. From _____ to _____ we will be participating in the Greater Olympic Peninsula Combined Federal Campaign.

In the past 50 years, federal employees donated over \$7 billion to help people in need. Federal employees can help non-profit organizations throughout the state, the nation, and international communities when they donate through CFC. As a federal employee you have the ability to choose which organization benefits from your contribution. Your donation will go to causes that matter to you.

You will be given the opportunity to pledge, through payroll deduction, to a charity working on issues such as health, the environment, higher education, hunger, neighborhoods, social services and much more. You will soon receive campaign information and a pledge card. I urge you to read the informational literature and then make a payroll pledge. Payroll deduction will begin on your first paycheck in 2016. Please join me in supporting a charity that works on the issues that matters most to you. Together we can Transform Tomorrow.

Sincerely,

XXX

To: Key Worker

From: Management

Crime. Unemployment. Hunger. Homelessness. These are major problems facing many less fortunate citizens of our community. With your help, however, hope can be provided for them.

The best way for us to aid those in need would be to lead this year's effort through the Combined Federal Campaign.

(Agency)'s goals can be achieved with your superb leadership and your commitment to helping a great cause – the CFC. With your guidance, your colleagues will realize that donating through CFC is the most efficient and easiest method to care for our community, our nation, and our world.

Thank you for taking the time to ensure (agency)'s success during this year's Combined Federal Campaign.

To: All Employees

From: Agency Director

This year's Combined Federal Campaign will kick off on (date). Our campaign coordinator, (name), has added new and exciting dimensions to this year's drive. The CFC has always had the full support and commitment of (agency name), and I am looking forward to this year's campaign with enthusiasm.

If you or I were to need services tomorrow, CFC supported agencies would be there to help. Keep in mind that many of us have used the services of a CFC agency without ever knowing it!

During the week of (date), a co-worker will be asking you for a contribution. Please consider a payroll deduction gift, which will begin in January of next year. I hope I can count on your continued support.

Dear Fellow Employees:

We at (agency) have been recognized as leaders, not followers, in the Greater Olympic Peninsula area. We have never been content with just following along but have taken initiative in setting the pace for others.

We have the opportunity to demonstrate our leadership in our community through the Combined Federal Campaign that funds hundreds of needed programs and services throughout the nation. With the option of payroll deduction, we can give generously with ease.

It is my hope that each employee will share in this important effort. How much you choose to contribute is a personal decision, based on your ability and desire.

I encourage you think about the difference the CFC makes, and hope you will join me in leading the way toward a healthier community.

Sincerely,

(Coordinator's Name)

Dear Employee:

Thank you for helping to make this year's Combined Federal Campaign a success. (Agency name) employees contributed \$_____through CFC. Your concern for others helped to make this achievement possible.

Your generosity will help ensure that health and human services will be available throughout the year for those who need them. You have contributed to making our community a better place to live.

I offer you my heartfelt thanks for showing that you care about your friends, neighbors, and co-workers.

Sincerely,

(Coordinator's Name)