**SAMPLE LETTER #2**

Dear Fellow Employees of the [insert dept/office name here].

Many of you have heard of School Is Cool (SIC) or recently received the 2013 brochure. I serve as our department representative for this CSU-supported program which was developed to meet a critical need in our local community. Each year, SIC raises funds to purchase backpacks and school supplies for Poudre School District student who have been identified by school counselors and principals as students who would benefit from this program.

The program has grown from rounding up 75 filled backpacks their first year (22 years ago!) to their current, 2013 goal of providing supplies for 2500 students. Each August, committee members and volunteers converge to sort supplies, stuff backpacks, and then deliver them to the schools prior to the first day of school.  The supplies and backpacks are brand new and of good quality. The CSU Bookstore works all year to find great deals, donations from vendors, and all the other items the students need. The *Bohemian Foundation* has also been very generous in its support of School Is Cool. And, new this year, Hewlett-Packard stepped up to donate all the scientific calculators they need.

So, here's the pitch, if you would like to donate to the program, I will be happy to collect your donation and take it to the CSU Foundation office by the ***August 2rd deadline. Or you can send it in directly*** (please note that donations can be sent in throughout the year, however for this year’s efforts, the deadline is August 2rd).  You can also stuff a new backpack, fill it with supplies, and bring it to me ***or drop it off yourself at 222 Johnson Hall on August 7th.***

Volunteering is also a wonderful way to donate to the program - they always need help stuffing and delivering backpacks. You can help on Monday, August 5th (to get the room ready), Tuesday, August 6th (sort the supplies), Wednesday, August 7th (stuff, load and deliver backpacks to the high schools) or Thursday, August 8th (delivering backpacks to elementary and middle schools).  ***Please let me know if you are interested in*** volunteering – I can help set it up ***or you can sign up directly online. Just visit their website at:*** [schooliscool.colostate.edu/get-involved/](http://schooliscool.colostate.edu/get-involved/)

I know we all receive requests for donations on a regular basis, so I very much apologize for adding to the list. Please do not feel any pressure to contribute. If you do choose to donate or volunteer, know your money and/or time will directly benefit

children in our local community. Also - this is an official University function, so administrative and/or VIPS leave may be used with prior approval from your supervisor.

If anyone needs a copy of the brochure with the donation form, let me know!  You can also donate online through *School Is Cool’s* secure website [advancing.colostate.edu/SIC](https://advancing.colostate.edu/SIC)

***Any donations dropped off to my desk need to be received by noon on Friday, August 2rd*** and I will take it over to the Foundation office.

For more information visit: [schooliscool.colostate.edu](http://schooliscool.colostate.edu/)

Let me know if you have any questions!

Thanks so much,

[insert your name here]