



sample emails

Announcing your supply Drive:

Suggested Subject: Bringing Backpacks to Kids in Need

Remember what it was like as a kid, getting all new stuff for the first day of school? How about the excitement of having bright, unbroken crayons; pencils to sharpen; and the fun backpacks? More than 50 percent of the students in the Cleveland area are from homes below the poverty level, and they deserve to feel the same excitement about school.

They need your help.

Join the [your organization's number] employees help make things happen in our community—like going the extra mile at work, at home — and helping others, like kids who need school supplies but can't afford them.

The supplies teachers ask for the most includes, but is not limited to:

- Construction paper
- Copy paper
- Filler paper
- Pencils
- Pens
- Markers
- Colored pencils
- Crayons (24-pack)

Donation bins are located [list locations] and will be up through [dates]. Monetary donations are also accepted. Simply write your check to Cleveland Kids In Need and give it to [designated person].

Thank you in advance for your help!

A REMINDER AS YOUR DRIVE WRAPS UP:

Suggested Subject: Brought in school supplies yet? There's still time!

Remember to bring in school supply donations for the Cleveland Kids In Need Resource Center. Donation bins can be found in [locations] and will be there through [end date].

Thank you for helping [organization name] support children who would not have school supplies if it weren't for the generous donors like yourself.

If you cannot make it to the store, cash/check donations are also accepted. Simply write your check to Cleveland Kids In Need and give it to [designated person].

Thank you!

Thank your DONORS:

Suggested Subject: We did it!

We did it! With your generous contribution to the school supply drive, [organization's name] was able to give Cleveland Kids In Need [amounts of supplies]. These supplies will be distributed to teachers of those students in our community who are most in need.

Thanks for giving these students the tools to succeed in school!