**Sample - Introducing the Week of Giving**

**(send after “official” announcement has been made)**

Dear \_\_\_\_,

Have you heard? During the week of May 9th – 13th, (your organization) will be participating in the 2022 Armstrong Week of Giving, raising money for nonprofits in our community! The Armstrong County Community Foundation will be once again sponsoring this event in partnership with NexTier Bank.

So, mark your calendars. We will be sending out more information closer to the date.

Of note, the Community Foundation is not a participant and will not be eligible for any of the Week of Giving donations or bonus funds. They host the Week of Giving simply to help area nonprofits like us! We get every penny of the money we bring in for our own organization, plus some bonus money on eligible donations!

We hope that you will help us make a difference by donating to us during the week of May 9th – May 13th, 2021!

Sincerely,

**Sample - Reminder**

Dear \_\_\_\_\_,

During the week of May 9th – 13th we (insert organization name) are/is participating in the 2022 Armstrong Week of Giving. We hope that you will consider a donation to us,

Donations made payable to (organization name) will be received in the following ways:

1. **Write a check** payable to the participating organization you would like to support.

**-** Mail it to the participating organization OR

- Mail it to Week of Giving, PO Box 895, Kittanning, PA 16201.

**All checks must be received in the Foundation office by 5:00 pm Friday, May 13th.**

1. Make an Online Donation one of two ways.
   1. The Community Foundation has set-up an online option for all of the participating nonprofit organizations located on our website [www.servingtheheart.org](http://www.servingtheheart.org).

-click on Week of Giving at the top of the homepage

-click on the Make a Donation tab

-complete the form and choose the nonprofit you would like to donate to…OR

* 1. You may contribute directly through the nonprofit organization’s online site.

Online Giving: Donations **must be made between May 9th through May 13th**.

**Donations made online after 5:00 pm on Friday, May 13th will not count towards the Bonus Fund.**

We hope that you will help us make a difference!

Sincerely,

**SAMPLE - EMAIL**

**(send Week of Event)**

Dear \_\_\_\_\_,

Today is the big day! The 2022 Armstrong Week of Giving!

We hope that you will consider making a donation to (organization name). We appreciate your support and together we can make a difference!

Just as a reminder, donations made payable to (organization name) will be received in the following ways:

1. Write a check payable to the participating organization you would like to support.

**-** Mail it to the participating organization OR

- Mail it to Week of Giving, PO Box 895, Kittanning, PA 16201.

1. Make an Online Donation one of two ways.
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* 1. You may contribute directly through the nonprofit organization’s online site.

Online Giving: Donations **must be made between May 9th through May 13th.**

Please contact us if you have any questions regarding the Week of Giving.

Sincerely,