

Letter Writing Campaign 2009/2010

- ❖ Letters for the letter writing campaign are due to your youth minister by **December 1 – 5, 2009**. Have the letters in envelopes stamped, with your return address, and addressed to the person or business to which you are writing. Make a list of who you wrote and hand it in to so that we don't duplicate letters to any businesses.
- ❖ Write and hand in a **minimum of 10 letters**. College students who cannot participate in fund raising during the year should send out 20 letters.
- ❖ Start off by personalizing the letter to your relative/family friend. Try not to write to people of the parish – we are already asking for the support of the parishioners. If you do not have anyone to write to – write to some of the local businesses.
- ❖ Tell them what you will be doing.
- ❖ Tell them why you are doing it.
- ❖ Let them know that together we need to raise money to cover all our expenses.
- ❖ Checks are to be made out “Youth Ministry”
- ❖ Mention that the money needs to **be mailed back to you by December 15, 2009**.
- ❖ Thank them in advance for supporting a worthy cause.
- ❖ Hand write the letter if possible or if you choose to type it use special stationery with matching envelopes.
- ❖ If you have gone on these trips before, be sure to include a picture. People love pictures and can relate to them.
- ❖ Please **hand write the address on the envelope** so it doesn't look like junk mail and ends up in the garbage.
- ❖ Personalize the letter as much as you can.
- ❖ Send self-addressed (even stamped) envelopes for their convenience. You will have a better chance of getting contributions by doing that.
- ❖ Be sure to mention that their donation is fully tax-deductible
- ❖ The more letters you write, the more success this fundraiser will be. Just think, if every participant could bring in a couple of hundred dollars, we could raise **\$10,000.00** just with the letter writing campaign.
- ❖ If you haven't heard from some of the people, send them a post card as a reminder of when the money is due. (Many people told me they wanted to contribute but either lost or misplaced the letter.)
- ❖ We will accept money even after the due date.
- ❖ **Hand in the money to your youth minister by January 1, 2010**
- ❖ **IMPORTANT** - Be sure to **write thank you notes** to all the people that have contributed to this event.

Form of your letter

❖ Paragraph I

- Why you are writing this letter
- What you will be doing on the trip

❖ Paragraph II

- List some facts of the trip
 - Example
 - 43 people going to CHWC in Prince Fredericks, Maryland
 - 25 people going to CHWC in Davison, Michigan
 - 5 parishes involved
 - St. Peters & St. Mary's Port Washington
 - Our Lady of the Lakes, Random Lake
 - Holy Rosary, Fredonia
 - St. Mary's Lake Church
- List some of what the money pays for food, lodging (school floor), tools, building supplies, staff, musicians, transportation, and chaperones
 - help students who cannot afford to pay to attend a mission trip.
- List some of the fund raising
 - Candle Sale
 - Bake Sale
 - Spaghetti Dinner
 - Brat Frys
 - Pancake Breakfast

❖ Paragraph III

- Ask if they would make a “tax deductible” donation
- Make check out to “Youth Ministry”
- Mail back to you by December 15, 2009.

❖ Paragraph IV

- Thank them in advance.
- Tell them how their money is going to make a difference in people's lives.

Be sure to sign your letter

Enclose a self-addressed envelope

Use stationary