

# Letter Writing Campaign 2011/2012

- ❖ Letters for the letter writing campaign are due to your youth minister by **December 1 – 5, 2011**. 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, 2011**.
- ❖ 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 a couple of thousand dollars 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, 2012**
- ❖ **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
      - 50 people going to CHWC in Knoxville, TN
      - 31 people going to CHWC in St. Louis, MO
      - 6 parishes involved
        - St. Peters & St. Mary's Port Washington
        - Immaculate Conception, Saukville
        - Our Lady of the Lakes, Random Lake
        - Holy Rosary, Fredonia
        - St. Mary's Lake Church
      - Cost of trips
        - Knoxville – \$670.00
        - St. Louis - \$475.00
  - 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, 2011
- ❖ 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

# Sample Letter

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Dear \_\_\_\_\_

The past several years' students from Our Lady of the Lakes, Holy Rosary, St. Mary's Lake Church, Immaculate Conception and St. Peter's and St. Mary's in Port Washington participated in a very powerful, spiritual event, which changed their lives forever. They attended Catholic Heart work camps in different areas of the United States. This summer, I too would like to join their efforts to help others less fortunate than I in **Knoxville or St. Louis, MO**

While at camp I understand that we will be helping the less fortunate. Some of the projects may include visiting the elderly in nursing homes, working in a daycare, painting, cleaning homes, and yard work. At the end of the day, we will all meet together for an evening program to reflect upon our day, the friends we met, and how we saw God working in our lives.

This trip will take place in July. We will travel to **Knoxville or St. Louis** by bus and every evening we will sleep on the floor of school classrooms. We have been fund raising to attend this camp. The money we raise will be used for food, lodging, tools, building supplies, musicians, transportation and chaperones. The total trip to **Knoxville or St. Louis** will cost approximately **(\$700 for Knoxville or \$500.00 for St. Louis) per person.** Despite our best efforts to sell stock, bus tables at Pizza Ranch, make and sell soup and organize a spaghetti dinner and pancake breakfast, we are still in need of funds. Would you consider making a fully tax-deductible contribution to help us reach our goal? Your contribution would be helping me get to **Knoxville or St. Louis** to help the less fortunate people. If you are able to help out financially, please make your checks out to "Youth Ministry" and return them in the enclosed self-addressed envelope by December 15<sup>th</sup>. Thank you in advance for helping make it possible for me to attend this work camp.

Sincerely,