



Sample emails

Announcing Your Supply Drive

Suggested Subject: Bringing Birthday Party Supplies to Kids in Hospital

There are many children in Canada who, due to illness, must spend their birthday in hospital. For those children and their families, this is often a stressful time. Many families would like to provide their child with a small birthday celebration, but do not want to leave their child's side to gather supplies.

The Frosting Foundation is a not-for-profit organization working in Canada to provide Birthday Boxes full of party supplies to Children's Hospitals. This allows the family, and the hospital staff working with them, to have a small birthday celebration right in the child's hospital room.

Join your (coworkers, fellow students, community members, etc.) as we collect items to fill these Birthday Boxes. The birthday supplies needed most include:

- Battery operated tea lights
- Small paper plates (solid colours)
- Paper cups (solid colours)
- Paper napkins (solid, polka dot, stripe)
- Rectangular Plastic Tablecloths (solid colours)
- Travel games, small puzzles
- Washable markers, colouring books (children and adult-style)
- Fuzzy socks, all sizes
- Card games (UNO, Crazy 8s, etc)
- Board books

Donation bins are located (list location) and will be up through (list dates). Monetary donations are also accepted. Simply write your cheque to The Frosting Foundation and give it to (designated person).

Thank-you in advance for your help!

A Reminder as Your Drive Wraps Up

Suggested subject: Brought in birthday party supplies yet? There's still time!

Remember to bring in birthday party supplies for The Frosting Foundation. donation bins can be found in (locations) and will be up through (end date).

Thank-you for helping (your organization's name) support children in the hospital who may not have a birthday celebration if it weren't for generous donors like yourself.

If you cannot make it to the store to purchase supplies, cash/cheque donations are also accepted. Simply write your cheque to The Frosting Foundation 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 Birthday Party Supply Drive, (your organization's name) was able to give The Frosting Foundation (amount of supplies). These supplies will be packed into Birthday Boxes and distributed to Children's Hospitals across Canada.

Thanks for making birthdays a little brighter for children in hospital!