

Letter Writing Campaign 2022

- Start off by personalizing the letter to your relative or family friend.
- Try to come up with at least 10 or more people to write to.
- If you do not have many relatives or family acquaintances, look to local businesses (dentists and orthodontists are usually very generous☺).
- Tell them what you'll be doing and why.
- Let them know what the money will be used for.
- Mention that checks should be made out to **ST. JOHN XXIII**
- Give them a specific date to have checks mailed back to you. It should be a date within a few weeks of mailing out the letters. You will need to know how much more fund raising you will need to do. (If you don't hear anything, you may want to follow up with an email or text reminder. If you mail the letters by the suggested date of DECEMBER 1, you may want to ask that the donations are sent to you by DECEMBER 15)
- Make sure to personalize each letter. Don't send out a cookie cutter letter.
- If you've gone before, write about how the trip affected you, maybe even include pictures. (Maureen has pictures from past years if you have gone multiple years – just ask!)
- **HAND WRITE** the addresses so they don't think it is junk mail.
- Enclose a smaller self-addressed stamped envelope to make it easier to mail back to you.
- **Thank them in advance in the letter AND after receiving a donation, follow up with a thank you note.**

Form of your Letter

Paragraph I

Why are you writing this letter

What you will be doing on this trip

Paragraph II

List some facts about the trip: going to ST. CROIX to help with various service projects in the community through Catholic Heart Work Camp with youth and adults from the parish

List some of what the money pays for: Food, lodging, tools, building supplies, staff, and transportation

List some of the other fund-raising efforts: Stock sales, soup sales, pizza sales, Kringles, cookie sales etc...

Paragraph III

Ask if they would make a **TAX DEDUCTIBLE** donation.

Make check payable to "**St. John XXIII**"

Mail check back **TO YOU** by December 15.

Paragraph IV

Thank them in advance

Tell them how their donation will make a difference to you and to the people you help.

Be sure to sign your letter - Enclose a self-addressed stamped envelope

Make sure it is neat and legible - Use stationary if you can.

Sample Letter

Dear _____

The past several years, students from our parish have participated in a very powerful, spiritual event, which impacted their lives forever. They attended Catholic Heart Work Camps located in different areas of the United States. This summer, I have the chance to be part of this life-changing experience in St. Croix

While at camp we will be helping those less fortunate than ourselves. Some of the projects may include: visiting the elderly and helping to fix up their homes or assisting them at nursing homes, working in orphanages, work at a soup kitchen, do home repairs, do work at a local church and school or whatever needs are in the community. At the end of the day, we will come together with other youth from around the United States to participate in evening program, which includes, prayer, singing, skits and sharing how God is working through us to help others. We will be staying at a retreat center and local school.

Despite our best efforts to sell stock, Christmas cookies, make and sell soup, organize pizza sales, we are still in need of funds. The money we raise will be used for transportation, lodging, food, tools and building supplies, and camp costs. Would you consider making a tax-deductible donation to help us reach our goal? If you are able to help out financially, please make a check out to "ST. JOHN XXIII" and return it in the enclosed self-addressed stamped envelope by December 15. If you are not able to contribute financially, please keep us and our efforts in your prayers. Thank you in advance for all that you are able to do.

Yours in Christ,

Sign your name