



[Sample Request for Donations from Senior Staff]

A Special CFC 2008 Request to [your IC] Executive Staff and Employee Supervisors:

We are asking Executive Staff and senior staff members to open their hearts and donate a special prize for our [IC] drawings. This is to heighten interest in the Institute's Combined Federal Campaign (CFC) for 2008 and help to generate excitement for our effort.

The Drawings: This year there will be three drawings to extend the excitement and also encourage contributions to come in early. And the earlier you contribute, the more chances to win.

- Drawing 1 – October ? - Brighten your community!
- Drawing 2 – November ? - Elect to make a difference!
- Drawing 3 – December ? Give generously!

The Prizes: Any donation will be appreciated, but we would like the prizes to reflect the particular personal interests or tastes of each donor, or show his or her creativity in prize selection. Some examples to spark your imagination:

- Two Tickets to a **Washington Wizards** or **Nationals** game
- Dinner for two at your favorite metro-area restaurant
- A honey baked ham and/or a glazed turkey breast (or cake you baked yourself)
- A gift certificate or card from the many places that offer them: **Sears, Borders, Best Buy, Macy's, Bed, Bath, and Beyond, Wal-Mart, City Sports**, etc. etc.
- Pampering at a day spa such as Aveda or Elizabeth Arden
- Two tickets for the theatre - the **Kennedy Theater, Round House Theater** in Bethesda, **Shakespeare Theatre** or Woolly Mammoth Theatre (both so convenient to the Gallery Place Metro Station), **Arena Stage**, etc.
- Private instructional lessons - French or Spanish, guitar, tennis, or sailing
- A weekend away
- Any unique and creative prize that comes from the heart

Your donation of a drawing prize sends a message to your staff that helping others through participation in the CFC is worthy of their consideration. The prizes will be listed by organizational unit and then by donor and title. Having 100 percent participation from all of you will send an inspirational message to [your IC] staff.

To ensure your donation is promoted in the list of staff-donated prizes before the first drawing, please respond by Reply e-mail to [name] in as much colorful detail as possible by [date]. Should you wish to be anonymous, please include a disclaimer in your response.

Thank you in advance for your support. With your leadership on the [your IC] CFC Team, we can make this year's campaign a great success and help those in need.