

Letters asking for donations to Holy Cross Catholic School are easy to write if you know what to include. The following are some quick tips:

10 WRITING TIPS FOR A GREAT SUPPORT LETTER TO HCCS

1. Keep the ‘WHY’ in mind. Make sure you know *why* you’re writing a support letter. When you write a support letter, you’re doing way more than just asking for money and prayer – you’re inviting someone to *participate* in your education. While they won’t be going to school with you, they *will* be filling the vital role of providing support in your educational experience at HCCS. Keep this in mind as you write and send your support letters. All of the funds raised through your efforts will go towards helping you and your fellow students experience the best in faith development, leadership training and academics at an affordable tuition price.

2. Keep it short. One page is plenty. Two pages should be your maximum. Quality is better than quantity.

3. Make it look good. First impressions matter. Use your best handwriting or print your letter neatly from your computer. Including a picture of you or your classmates is a nice touch.

4. Proofread it. Have someone help you by reading your letter for any errors before you hit PRINT or mail it.

5. Be interesting. Share about what you are learning or talk about a goal you are working on.

6. Make it personal. People want to support *you!* While you might share some details about your school, also include what your favorite things about school are and why you love being a HCCS Knight.

7. Share your fundraising goal. How much money are you trying to raise? If they want to donate money, where do they send it and who are checks made out to? A great way to ask for money is to suggest a couple options for dollar amounts (e.g. “I recommend a gift of \$50, \$100 or \$150, but of course, any amount is more than welcome.”) Include a gift form so that donors can easily reply to your request.

8. Ask for prayer. *Support* is so much more than people’s money. The power of people’s prayer is always needed! Even if people can’t contribute financially, they can certainly still support you. Give them 2 or 3 things they can pray for, for example: for you to achieve your goals, for good friendships and a healthy/safe school.

9. Be humble and respectful. Remember that Jesus is the most epic of all. Use language that honors what God.

10. Say thank you. A great way to end your letter is with gratefulness for the people you are asking to partner with you in your Catholic education. Thank them in advance for whatever way they choose to support you.

INSTRUCTIONS FOR SENDING YOUR LETTER

Think about when to send. A good timeframe for our school fundraiser is in the Fall before Thanksgiving. This gives people the opportunity to think about making a donation before Christmas. It also gives you time to follow up with people you may see or talk to around Thanksgiving and Christmas.

Intentionally pick your people. Don't forward your support letter to all your friends. Instead, take 10 or 20 minutes to think through whom you should send your support letter to. A few groups of people to consider include family, friends (even if they don't have money to give you) and people you know from church.

Use the U.S. Post Office. It's easy to forget the attachment to a Facebook/Instagram message, but there's something meaningful about getting a support letter in the mail. When you put it in an envelope you could even include a school picture asking for prayer. Who knows – you might wind up on someone's fridge!

Dear Friends and Family,

I have been a Holy Cross Knight for four years now and I am in the third grade this year. My favorite subjects are Religion, Spanish and Gym. I also love the Leader in Me program where I am learning habits that make me a great leader. Wednesdays I get to attend Mass with my classmates in our school's chapel. We have a lot of fun but also work hard at HCCS. Right now, my WIG (wildly important goal) is to read five different genres of books. I am very close to reaching my goal and I get to ring a real gong when I achieve it! It's a lot of fun to ring the gong and hear students and teachers cheer for my achievement.

I feel very lucky to go to HCCS. It costs about \$7,000 for students to attend school at HCCS, but thanks to the generosity of our churches and other donors, families don't have to pay more than they can afford. I am grateful for the sacrifices my family has made for me to have an excellent education that focuses on Jesus' teachings.

I would love it if you would pray for my school. This year has been difficult in many ways because of the pandemic. Wearing masks, social distancing and washing our hands extra is something we are all still getting used to. We don't have a lot of space for indoor recess and gym because of the social distancing requirements. It's sometimes stressful, but I am lucky to be surrounded by caring and supportive teachers and friends. Please pray for all the students and all of our teachers that we stay healthy and safe. Pray that we remain open to learning from one another and grow closer as a school family and closer to Jesus. Pray especially for all of our school's supporters, that they continue to see the great value of our school and bless us with their generosity. If you will commit to praying for us, please let me know. I would love to share that news with my class.

My classmates and I are working on fundraising for our school. Please consider supporting us financially. I recommend a gift of \$50, \$100 or \$150, but of course, any amount is more than welcome. When you make a donation before the end of the year, the Coressell Foundation will match all donations of \$50 or more! Gifts are tax deductible and can be made out to "Holy Cross Catholic School" and mailed to: 1745 S. Clinton Street, Defiance, OH 43512.

My goal is to raise \$250 and if I achieve this goal, I will get a free membership to our local YMCA along with some other fun prizes. If our school reaches its total goal of \$60,000, all students and staff will get a YMCA membership and our school will be able to utilize the YMCA for gym class and other instruction. I am really excited about this!

Thank you for considering supporting my school through prayer and/or giving. Our school wouldn't exist without the generosity of so many and it's getting stronger because of the growing community of supporters.

Sincerely,

Mike the Knight