

SAMPLE EMAIL OR LETTER FROM EMPLOYEE TO EMPLOYER

To [CEO/HR Director/Community

Who should I send this to?

The largest companies are likely to have a dedicated “CSR” (corporate social responsibility) or “community engagement/outreach” manager or officer. Other companies put responsibility for volunteer activities in the hands of the Human Resources department or sometimes the marketing department. Smaller organizations sometimes rely on a staff committee.

Jane –

I have worked for XYZ Corp. for __ years and have been proud of its dedication to helping out in the community. (This, in fact, is one of the main reasons I joined XYZ and have stayed here!)

I know we already do a day of service each year, **but the most pressing need in DC (as well as in adjacent suburbs) is to get lots more volunteers helping during the school day and at afterschool programs that run from 3 or 4pm to 5:30 or 6.** I’d like to propose that XYZ encourages its employees to get involved! A couple of hours once a week is all it would take for XYZ to have a major impact on the life of many kids! Plus it would be great PR for us, too!

What do I know about DCTMI? A year ago, I ran into someone who volunteers with the DC Tutoring & Mentoring Initiative – a campaign to get a tutor or mentor for 2 out of 3 DC kids reading below grade level or with other academic or non-academic needs. [IF COMPANY BASED OUTSIDE DC:] (They also support a number of tutoring and mentoring organizations working in the Arlington [pick your suburbs] school system.

DCTMI works with more than 40 great organizations around the city and surrounding suburbs to make it easy for people to get involved at convenient times and locations. For example, I wound up volunteering every Tuesday afternoon from 4:30 to 6 for Higher Achievement based in Ward 8’s __ School. It’s truly a highlight of my week!

I’ve attached a short flyer on what DCTMI can do and I’d be happy to meet with you or help arrange a meeting with you, me and a DCTMI team member.

Thanks!

Joe