

Sample letter (Dean or Dept. Head)

MEMORANDUM

Subject: UA Cares Campaign for Community Giving

The UA 2016 Cares campaign is right around the corner! This is a time when University employees have the opportunity to donate to a myriad of funds here at the University and to non-profit initiatives throughout the community. The campaign has successfully partnered with the UA Foundation and the United Way of Tucson and Southern Arizona over the past twelve years. During that time, employees have made a real difference in the lives of others by supporting student scholarships, groundbreaking medical research, critical community programs that provide food, health care and housing for our most vulnerable citizens, and much more.

I'm also pleased to inform you of some exciting UA Cares giving options:

The University of Arizona [Employee Emergency Fund \(EEF\)](#) provides employees with the opportunity to support colleagues who face an unexpected, temporary financial hardship as a result of sudden illness, a family crisis or a natural disaster.

Another great program is Arizona Assurance Endowment Fund, which provides Arizona residents with financial aid and support services to successfully attain their bachelor's degree at the U of A.

Or, if you'd like to give to a program close to home, please consider a gift to our very own [Program Name and Designation ID]. [Brief explanation]

[Coordinator Name] is serving as this year's UA Cares coordinator. She/he will be providing you with campaign information and can be reached at [Phone Number]. [Coordinator First name] will be happy to answer any questions or address any concerns you have about the UA Cares employee giving campaign.

Our department can make a considerable impact on the university and the community! I urge you to consider making a contribution - a gift of any size makes a difference.

Sincerely,

(Dean or Dept Head name)