



Kishwaukee United Way

July 25, 2011

Dear Agency Representative:

In celebration of volunteer spirit and to serve as the Kick-Off of the 2011 Annual Community Campaign, Kishwaukee United Way is hosting the 7th Annual **Day of Caring** event. This year, the Kick-Off will be on Thursday, **September 8, 2011** at the **American National Bank of DeKalb County**, on the corner of Bethany Road and Rout 23 in Sycamore. We hope your agency will participate! This is a great way to raise awareness of your services, complete projects on your to-do list, and encourage community support of Kishwaukee United Way.

We are asking you to partner with us by choosing an appropriate project for the Day of Caring. We ask that you complete the *Agency Project Form* accompanying this letter. Return forms by fax 815.787.2351 or e-mail to Alyson Short at alyson.short@anbdc.com on or before **August 12, 2011**. It is important that your forms are completed and returned promptly so that we can match a volunteer team to your project. We will be in contact with you regarding complete project details.

The second piece of our request is for you to consider recruiting one or more **board or staff members** to pair with other volunteers to help create a volunteer team—this will give you a chance to mix and mingle with board members and donors to help our community and ensure your project is completed to your satisfaction!

If you have questions or concerns, please call one of us. We look forward to supporting your organization in this way!

Sincerely,

Alyson Short, American National Bank of DeKalb County, Chairperson alyson.short@anbdc.com
Dawn Littlefield, Kishwaukee United Way dawn@kishwaukeeunitedway.com



Kishwaukee Community Hospital is the presenting sponsor.