

July 31, 2009

Dear Agency Representative:

In celebration of volunteer spirit and to serve as the Kick-Off of the 2009 Annual Community Campaign, Kishwaukee United Way is hosting the 5th Annual **Day of Caring** event. This year, it will be on Thursday, **September 10, 2009** at the **American National Bank of DeKalb County**, on the corner of Bethany and Route 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 the forms by FAX (preferable) or mail to the Day of Caring Committee at the United Way Office on or before **August 14, 2009**. It is important that your forms are completed and returned on time so that we can match a volunteer team to your project for the Day of Caring. We will be in contact with you regarding complete project details.

The second piece of our request is for you to allow one or more **staff members** to pair with other volunteers to help create the volunteer teams – 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 concerns or questions, please call one of us. We look forward to supporting your organization in this way!

Sincerely,

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