

Sample A: Team Captain Memo

The First Step in Building an amazing iWalk is to Recruit Team Captains!

Send this Sample Memo to the leaders of your company on company letterhead to identify representatives

To: Department Heads

From: (NAME OF SENIOR LEVEL EXECUTIVE)

Date:

Re: Brighton Center's Inclusion Walk (iWalk): To support services for children with disabilities and delays and their families.

(COMPANY NAME HERE) is proud to be participating in Brighton Center's Inclusion Walk (iWalk). This exciting event will be held at Morgan's Wonderland on Sunday, August 14th, 2016.

In addition to serving as (TYPE OF SPONSOR) Sponsor of iWalk, (COMPANY NAME) is committed to having a large iWalk team, with no less than (NUMBER OF PEOPLE) individuals raising at least \$ (AMOUNT) collectively. To meet these goals, I am asking each department head to volunteer to be a (COMPANY NAME) Team Captain. If there is someone else within your department who would like to serve as the Team Captain, he or she may take your place or work with you as a Co-Captain.

Being a Team Captain is easy and enjoyable. You'll recruit team members from within the department and friends and family to participate in Brighton's iWalk. The Brighton Center will give you all the necessary information to ensure your success!

Please confirm the name of your department's Team Captain with (INTERNAL LEAD TEAM CAPTAIN'S NAME) by (DUE DATE). The team coordinator or I will provide Team Captains with further information after that date.

Thank you in advance for your support and cooperation. Together we can show our support for children with disabilities and their families right here in our SA community!

Sincerely,

(NAME)

Sample B: Memo to Employees

The Second Step in Building an amazing iWalk team is to Recruit Walkers!

Send this Sample Memo on company letterhead to all employees to announce the company's participation

To: All Employees

From: (NAME OF SENIOR LEVEL EXECUTIVE)

Date:

Re: Brighton Center's Inclusion Walk (iWalk): To support services for children with disabilities and delays and their families.

I am proud that (COMPANY NAME) will be participating in the upcoming Brighton Centers iWalk. This exciting, family oriented event will be held at Morgan's Wonderland on October 9, 2016.

In addition to serving as (TYPE OF SPONSOR) Sponsor of iWalk, (COMPANY NAME) is committed to having a large team of no less than (NUMBER) walkers raising at least \$ (AMOUNT) collectively. To accomplish this goal, I am asking each of you to join our iWalk team.

Help us in building a brighter future for kids- Every child deserves to smile. To feel loved. To be included. At Brighton Center, that's our passion to provide the services that help ensure every child feels included and is given the opportunity to reach their full potential.

Joining our winning team is easy! The first step is to sign up with one of the many Team Captains in the various departments. The second step is to simply ask your family, friends, and neighbors to sponsor you by making a contribution to the Brighton Center, or to walk with you on the (COMPANY NAME) team. The third step is to join me as we continue to helping every child the opportunity to receive services for their disabilities they live with each day!

I know each of you will do your part to support both (COMPANY NAME) and Brighton Center in this worthwhile community event. Contact a (COMPANY NAME) Team Captain today!

(LIST TEAM CAPTAINS AND EXTENSION NUMBERS HERE.)

Thank you for your continued support! Together we can help each child with delays/disabilities, One step at a time.

Sincerely,

(NAME)

Sample C: Thank You Memo

The Final Step in Building a Team is to Say Thank You!

Send this sample memo to all walkers/employees thanking them for their support

To: All (COMPANY NAME) Team Walkers

From: (SENIOR LEVEL EXECUTIVE)

Date:

Re: Brighton Center's Inclusion Walk (iWalk): To support services for children with disabilities and delays and their families.

I'd like to sincerely thank you for your efforts in building an iWalk team, benefiting the children and families of Brighton Center! The time and energy you spent paid off: we met our goal of (NUMBER) Walkers, raising \$(AMOUNT) to continue helping each child with delays/disabilities to reach their full potential. We couldn't have done it without you!

Thank you for your continued support! Together we can help each child with delays/disabilities, One step at a time.

Sincerely,

(NAME)