

*The Pacific Northwest  
2009 Combined Federal Campaign #0728*



**Saying “Thank You”**

*Here are some ideas to make sure that everyone in your agency is thanked for their part in the campaign, either by donating, by considering a donation, or by volunteering their time.*

Thank your co-workers

- Send an email to your office thanking them and reporting your agency’s results.
- Put up a “thank-you” poster in the place of posters announcing campaign events.
- Say thank-you at a regularly-scheduled employee meeting.
- Make sure each donor receives their thank-you pen.
- Publish a thank-you ad in your agency’s newsletter.
- Remember to thank volunteers at fundraisers, those who made in-kind donations, and anyone else who assisted in the campaign (marketing people who helped with publicity, administrative staff who reserved rooms, etc.).

Thank your keyworkers

- Send personalized notes to your keyworkers.
- Send an email to your keyworkers explaining how important they were in your agency’s success.
- Make sure to acknowledge your keyworkers at any agency announcement of campaign results (meetings, emails, etc.).
- Invite your keyworkers to the Celebration event in January (forward the electronic invitation or contact Lara for print invitations for your keyworkers).
- Print certificates for your keyworkers (available on website in October).