

Dear Staff Member,

I am excited to share with you a wonderful opportunity to support an important organization in your community, Girl Scouts! By donating a minimum of \$5 you can participate in the Girl Scout “Dress-Down Day” promotion, which helps to fund their camp programs. We have elected Friday, INSERT DATE as the official Girl Scout “Dress-Down Day” at our office, which allows you to wear jeans or a Girl Scout green top or both if you donate!

Girl Scouting builds girls of courage, confidence, and character who make the world a better place. This year, Girl Scouts of Eastern Massachusetts has seen an increased need in financial support for their camp program. Your contribution will help send a deserving girl to Girl Scout camp this summer!

I am the office coordinator for this “Dress-Down Days” promotion so please deliver your donation to me by INSERT DATE and Friday the XXX enjoy casual day! I will post the sign-up sheet XXXX. Our goal is to raise \$ XXXX. Hope you can join us!

Thank you,