**SAMPLE EMAILS**

**GENERAL CAMPAIGN ANNOUNCEMENT**

Greetings!

As you know, the annual Washington State Combined Fund Drive (CFD) campaign is right around the corner.  I’m in awe of how much generosity Washington State employees collectively continue to show year after year for charities and causes that help our communities.  Washington State employees give over $5 million dollars to charity every year through the CFD and have been doing so for the last 13 years.  This incredible kindness is yet another reason why living in Washington State is the best.

I’m excited to see what the CFD campaign will bring here at (AGENCY NAME) and look forward to CFD events our agency volunteers orchestrate.  Let’s have an amazing CFD campaign!

Have a wonderful day!

(DIRECTOR SIGNATURE BLOCK)

**SUPERVISOR COMMUNICATION**

Greetings!

It’s time to gear up for the annual Washington State Combined Fund Drive (CFD) campaign.  The Governor has put out the call to state agencies asking us to choose volunteers who will run the CFD campaign for our organization.  (AGENCY NAME) employees have graciously stepped up to tackle this task for the next year and they’ll need our support.

The Washington State Executive Ethics Board has ruled that the CFD is part of the business of the state (click [here](https://www.sos.wa.gov/_assets/cfd/Ethics-Board-Opinion.pdf) to view the Advisory Opinion).  This means it’s ethical for our CFD volunteers to use state resources like time, equipment and supplies to administer our agency campaign in addition to their normal workload.  I urge you to support our agency CFD volunteers in their campaign efforts.  Not only does the hard work of these volunteers raise money for incredible causes throughout Washington State, but the events they host boost morale and give us all a chance to connect with each other.  I’m looking forward to participating in the upcoming campaign and hope you are too.

If you have any questions or concerns, please share them with me or feel free to contact the CFD office at (360) 902-4162 or cfd@sos.wa.gov.

Have a great day!

(DIRECTOR SIGNATURE BLOCK)