**SAMPLE LETTER**

February 5, 2016

Dear Family and Friends,

I have been fundraising for the 2016 Appalachian Service Project. This year, we have 161 volunteers: 115 youth and 46 adults, which translates into 23 work crews. We will be travelling to the Appalachian region and we will be rebuilding homes for people who have reached out for help.

This will be my \_\_ year participating and my family has been involved for \_\_ years. I will be volunteering in West Virginia this summer from July 9-17.  Our group must raise approximately $1000 per youth to pay for the entire trip. This includes the costs for building materials and supplies, food and lodging for nine days, gas, and the transportation to bring us the 1000 miles to Appalachia. We will be driving down in rented vans and will be staying in schools or community centers in the region in which we will be working. In the next six months we will be conducting many fundraisers.

Our major fundraiser is February 13-14, and is called the Rock-a-Thon and I am writing to ask you to sponsor me. I will rock in a rocking chair for a 24-hour period, taking a 5-minute break on the hour each hour. Some of my rocking time will be devoted to watching movies about the Appalachian region, learning about the culture there and doing some activities that will deepen my understanding of the issues the people of that region face. My mother and father and the other adult leaders will chaperone and lead the activities.

Here are some things your generosity would cover:

$500 replaces a tin roof

$250 replaces a hot water heater

$50 buys one sheet of OSB siding

$25 buys a roll of insulation

$10 buys one gallon of roofing tar

Last year, I helped *(your family, what you did for them, why it was important*)\_\_\_. OR

This is my first year and I am very excited to participate in the program because \_\_\_\_\_\_\_\_\_\_\_.

If you decide to help out this wonderful program, in any small way you can, you will be helping us in making these family’s houses warmer, safer, and drier. Please make your tax deductible check payable to **First United Methodist Church** (or “FUMC”) with “ASP” + my name in the memo for tax creditand send it to me in the return envelope enclosed. Or you can donate by credit card at [www.westboroughasp.org](http://www.westboroughasp.org) and be sure to put my name in the "Specific youth to credit" field and Rock-a-thon in the event line.

It’s hard to explain how ASP changes you, but it does. Thank you in advance for your support.

Sincerely,

*Your name here.*

**SAMPLE EMAIL**

From: you@whereever.com

Sent: February 2, 2016

To:

Dear Friends and Family,

Once again I sit warm, and safe in my home and my mind turns to families that are nowhere near so fortunate.

I am writing to ask for your support of the Appalachian Service Project. This organization utilizes the energy and spirit of devoted teenagers in our community churches in the service of people in the poorest communities of our country.

Last year my crew and I worked for a wonderful women, Nancy, living in the house that had been a wedding gift to her around 40 years earlier. The house had suffered serious damage from a flood leaving it broken and rotting. It took many crews from states around the country to put in a new floor, roof, and four walls to make her home safe to live in. Despite all of her hardship, Nancy was extremely hospitable and caring. It was amazing to see that one women cold have so much hope and love despite the condition she had lived in. She taught me a thing or two about what you need to be happy.

This July my dad and I will again join a group of like-minded youth and adult volunteers for a week of service, this time in Virginia. To make this possible we need funds for transportation, accommodation, food, and, most importantly, the construction materials required for this work.

If you have it within your charitable giving budget, I would appreciate any donation you are able to make (small, large, or over-the-top!). Checks can be made out to FUMC, which stands for First United Methodist Church. In the memo field please write ASP-and my name. Or you can give online at [www.westboroughasp.org](http://www.westboroughasp.org) and be sure to put my name in the "Specific youth to credit" field.

If you are willing to contribute, could you please reply to this email with your pledge amount?

Thank you so much for your consideration,

***Your Name Here***

p.s. If you wish to, please forward this appeal to anyone or any organization you feel may share an interest in helping my fundraising efforts for my mission trip.