

## **SAMPLE EMAIL:**

Dear,
Our school is having a fall fundraiser to support the International Baccalaureate (IB) Education at Birney Elementary. The IB Program includes special classes such as Spanish, Art, Music, & Gardening. In addition, the money we raise from this fundraiser will go towards field trips, class assemblies & supplies for our classrooms.
This year we have a new company we are working with called Mixed Bag Designs. There is something for everyone: high-quality bags & totes made from recycled materials, kitchen gadgets & wrapping paper. You can get an early start on holiday shopping! There are tons of cool prizes the kids can win including a chance to go on a game truck for an afternoon!
If you are local, just let us know what you want to order (any of the items available on the website can be ordered through the kids). Our school gets 50% of the sales & there are no shipping costs!
Here is the link to the website to view the catalog: http://www.mixedbagdesigns.com/birney-elementary
If you are out of town, you can place your order on-line. We get 40% of the sales for on-line orders & there is free shipping on orders over \$75!
Please make sure to include our child's name & their teacher's name () when placing your order to that they can get credit for the sale.
Thank you for supporting our school.