



Avery, Cap signed by Drew Brees



Jaden, Cap signed by Kobe Bryant



Zoe, Cap signed by Michael Phelps

OFFICE ANNOUNCEMENTS

Initial Announcement

Colleagues,

This year our office will be participating in Caps For Kids' Cap Day event. Caps For Kids is a national nonprofit organization that puts smiles on the faces of children with cancer by providing them with a ball cap autographed by their favorite athlete, actor, singer or other notable person of their choice.

To a child who loses their hair as a result of cancer treatment, a cap signed by their hero gives them strength. It fills them with courage. It makes them feel special. Many kids tell us it's as though their celebrity cap hero is right there beside them in every treatment, rooting for them.

To participate, you just need to bring \$5 to work on _____ (date)

In addition, we invite you to wear your favorite cap to work. If you prefer, we have cap stickers and/or buttons for you to wear instead of a cap.

Reminder Announcement

_____ is Cap Day!
(date)

We encourage you to join us by bringing \$5 to work to donate to Caps For Kids. All money raised from this event goes to Caps For Kids, a national nonprofit organization that provides ball caps autographed by athletes, entertainers and other notable celebrities to children battling cancer across the country. For just \$5, you can make a difference.

Promotion

The way to ensure a successful Cap Day is to make sure everyone knows about it. Here are some tips for promoting the upcoming event in your office:

Start early

- Talk about the event at office meetings
- Set up employee team leaders to help encourage their colleagues to participate

Set a goal

- Set a participation goal for the number of employees participating
- Set a goal to raise a specific amount of money
- Consider matching your employee donations either dollar for dollar or up to a specified amount

Spread the word

- Look in this kit or go to capsforkids.org to print out materials to post in high traffic areas around your office

On Cap Day

Here are some tips to help you on the big day:

- Set up an area at the primary office entrance and staff it with enthusiastic people to ensure participation
- Have a cashbox ready to collect the money and provide change
- Be sure to designate someone to take photos to share with Caps For Kids

Wrap it Up

Celebrate a successful Cap Day!

- Thank everyone who helped make the day a success
- Work with your finance office to send in your company's donation — enclosed is a pre-paid envelope to make it easy
- Share your photos with us at info@capsforkids.org
- Post your photos to your Facebook and Instagram pages and tag them with [@CapsForKids](https://www.instagram.com/CapsForKids)
- Feel good about Creating Smiles for Kids with Cancer