

Thank You Notes Chair

October

Check with the correspondence secretary to be sure we have enough Hillcrest thank you notes/envelopes. You should have approximately 175 available for this job.

Mid-December

Contact your team to let them know you will be sending them their assigned thank you note list and instructions once you have received the names/addresses from the person responsible for compiling that list.

Late December/Early January

- Buy stamps to give to your team. You can give your receipt to the treasurer for reimbursement.
- Once you have received the spreadsheet of donor names/addresses, split them up into an equal amount between your committee members and give them their lists along with the notecards, envelopes, stamps and thank you note samples. (Also, be sure to give your team a few more notecards/envelopes than assigned in case they make errors).
- You can decide as a team whether you want to gather together to write the notes or whether it's easier to write them separately or you can do a hybrid.
- Try to have all of the notes mailed while still in the month of January, if possible.