Fundae Fundraisers Letter

The Inside Scoop

Oftentimes Fundae Sundaes will write the same letter to several different people. A mass mailing could be used to tell customers about a new program at the shop, inform vendors about an updated policy, or solicit new business by initiating contact with prospective patrons.

Tara has let you know about the latest initiative that Fundae Sundaes is offering to local organizations to help them raise money. She's calling the program Fundae Fundraisers and has created a form letter which describes it. The letter will be sent to prospective organizations that might be interested in the program.

In this project, you will create a letter and perform a mail merge to a list of provided recipients.

Skills

- Creating a mail merge letter
- Creating a new recipient list
- Inserting merge field codes into a form letter

Fundae Fundraisers Letter

Use word processing software to create and format a form letter and a data file then perform a mail merge.

Directions

1. Follow the Setup instructions above.
2. Using the mail merge feature, create a new list of recipients using the following column headings: Title, First_Name, Last_Name, School_Name, Address_Line_1, City, State, and ZIP Code.
3. Key the recipient list shown on the right in Document Data 12.1.
4. Save the recipient list as Project 12 Recipient List.
5. Key the letter, inserting the merge fields as shown in Document Data 12.2.
6. Be sure to follow the extra line spacing as indicated by the paragraph symbol.
7. Complete the merge and preview each letter.
8. Carefully proofread your work for accuracy and format.
9. Resave the file.
10. Print a copy of the document if required by your instructor.

Document Data 12.1

Ms. Whitney Moore
Rocky Hill Charter School
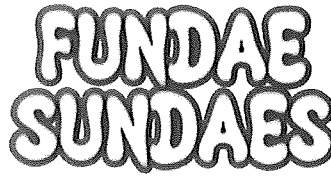1469 Jefferson Street
New York, NY 10004

Mrs. Barbara Burns
New Valley High School
126 Mayflower Drive
New York, NY 10004

Mr. Samuel Hicks
Washington Middle School
87 Lennox Avenue
New York, NY 10298

Mrs. LaToya Williams
Kennedy High School
8620 Monroe Street
New York, NY 10101

Mr. Manuel Sanchez
Hudson High School
1487 Westfarms Avenue
New York, NY 10660

FUNDAE SUNDAES

September 25, 20___

«Title» «First_Name» «Last_Name»
«School_Name»
«Address_Line_1»
«City», «State» «ZIP_Code»

Dear «Title» «Last_Name»:

Are you looking for a fun and exciting way to raise extra funds for your school or organization? Fundae Sundaes is proud to announce the start of a new fundraising opportunity. This new initiative, entitled Fundae Fundraiser, will provide your organization with a fun and delicious way to earn additional revenue.

We would like to offer your school the opportunity to use our facility during non-business hours to conduct a fundraising event. On Mondays, between the hours of 3 and 6 pm, your school can take over Fundae Sundaes! Your school must sell a minimum of 100 tickets and a maximum of 200 tickets ($5 each). Each ticket price includes a small cup or cone of one of the five featured flavors with unlimited toppings. In addition, you can take advantage of using our supplies: dishes, cups, cones, napkins, and scooping utensils. Your organization will keep the proceeds from the ticket sales minus $1 per confirmed guest. The day before the event, we will provide a quick training to show your volunteers how to scoop ice cream the Fundae Sundaes way. During the event, your volunteers will be responsible for greeting and seating guests, serving the ice cream, and cleaning up at the end of the event. Guests will also receive a coupon for a free scoop of ice cream for their next visit to Fundae Sundaes.

For additional information or to schedule your event, please call Tara at 555-FUN-DAES (386-3237). We hope to hear from you soon.

Sincerely,

Student Name

125 Holden Avenue • New York, NY 10027
Phone: (555) FUN-DAES • Fax: (555) SUN-DAES
Email: sales@fundaesundaes.com • Website: www.fundaesundaes.com