

**D**on't assume that people know you appreciate their contributions—tell them! Take the time to thank sponsors, donors, school staff and volunteers, both personally and publicly, no matter how busy you are. You want to convey how much your committee genuinely appreciates their generosity, time and donations.

Promptness is critical. Write and send thank-you notes and letters as soon as you receive donations, or at least within one month of the event.



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## **Sponsors**

### **Letters of Appreciation**

It's always a good idea to send a letter of appreciation for any sponsorship or donation you receive. These letters acknowledge the contribution and help cultivate a relationship, making it more likely for the individual or company to donate again. They also serve as proof of the donation for tax purposes. Include a receipt if you did not give one after receiving the donation.

You can adapt the sample letter included at the end of this section. Print the thank-you on school or Project Celebration letterhead and send with a certificate of appreciation. If the donation was material items and not money, briefly describe the items received and the estimated market value, if known.

### **Certificates of Appreciation**

If you would like to thank your sponsors for their contributions and commitment to Project Celebration in a more tangible way, you might consider presenting them with a certificate of appreciation. You may even want to frame the certificate for the company to display at their place of business. See the example at the end of this section. Feel free to reproduce it as needed.

### **Public Thanks**

Rewarding sponsors with good publicity is a great way to recognize their contributions. One way to do this is to put an advertisement in local newspapers and newsletters listing all the contributors and supporters. You can also write a Letter to the Editor to express the committee's thanks to all involved. Samples are included at the end of this section.

## Donors

### **Thank-You Cards from Students**

When it comes to fundraising, saying thank you is essential. The committee should always send an official letter of gratitude, but a warmer and more meaningful way to thank donors is to encourage students to write personalized thank-you notes. You can help students to do this by providing stationery and instructions. You could even have the seniors write the thank-you cards before Project Celebration to let donors know how much they are anticipating the event. Have the students return the notes to a central location to ensure that no one is left out. Then mail the cards promptly.

### **School Staff**

This group is often overlooked in the recognition process. Some school staffs are more involved in Project Celebration than others, but don't forget that teachers, principals and school administrators play a big role in getting students to this moment of celebration in their lives. Consider adding a line specifically thanking the school staff in a Letter to the Editor or thank-you ad in the paper. Certificates of appreciation are also a good way to thank school staff members for their support and involvement with the project.

## Volunteers

Recognition of adult and student volunteers begins the moment they join your team: Offer continuous encouragement and support from the Project Celebration committee. The biggest thank-you is treating volunteers as vital members of the team and as individuals who bring their own strengths and talents to the event planning. Good volunteer managers understand the value of praising hard work at the time it takes place. Although a follow-up thank-you note is recommended, this kind of ongoing recognition is more valuable. You may also want to announce your thanks at the Project Celebration event.

An example volunteer thank-you letter is included in this section. Adapt the letter to your Project Celebration by referring to the party's theme or reference a particularly memorable moment you shared with the volunteer or from the event.





Date

Donor's Name  
Street address  
City, TX Zip  
(area code) phone

Dear \_\_\_\_\_,

On behalf of \_\_\_\_\_ High School's Class of \_\_\_\_\_ and their parents, thank you and (company name) for your generous donation of \$\_\_\_\_\_ to this year's Project Celebration. Your support makes it possible for us to offer our graduates an alcohol-free and drug-free way to celebrate this special achievement in their lives. Without people like you, this memorable event would have never been possible.

In the coming years, we plan to continue the Project Celebration tradition of providing safe parties for our graduating classes. We hope for your continued support in the future.

Please keep this written acknowledgment of your donation for your tax records.

Once again, thank you for your generous donation.

Sincerely,

*Signature*

Name  
Chairperson, Project Celebration Planning Committee  
(area code) phone number





Date

Volunteer's Name

Street address

City, TX Zip

(area code) phone

Dear \_\_\_\_\_,

On behalf of the Project Celebration Committee and \_\_\_\_\_ High School's Class of \_\_\_\_\_, I would like to extend the sincerest thanks for the time and effort you volunteered to make this year's Project Celebration a success. Your involvement made it possible for us to offer our graduates a fun and safe way to celebrate this special achievement in their lives. We really could not have pulled it off without your support!

Once again, thank you for all your help.

Sincerely,

*Signature*

Name

Chairperson, Project Celebration Planning Committee

(area code) phone number



## **Project Celebration Organizers Say “Thanks for the Memories”**

Dear Editor,

We would like to extend our sincere gratitude to the community and businesses of \_\_\_\_\_ for all their generosity, enthusiasm and heartfelt support of \_\_\_\_\_ High School’s Project Celebration. Their unwavering commitment to help provide a safe and fun environment for our seniors has made this project a success. Those who donated time, funding and merchandise clearly made a big difference in the lives of many young adults.

We would also like to take this opportunity to thank the Class of \_\_\_\_\_ for representing \_\_\_\_\_ High School proudly with their participation at Project Celebration. To the students, we say congratulations and good luck in all your future endeavors.

Project Celebration Steering Committee

**Newspaper Ad**



The Senior Class of \_\_\_\_\_ High School and their parents would like to thank the following individuals and businesses of our community for their generous contributions of time, money, food and merchandise. Your support made this a successful, memorable party for our graduates. We would also like to extend a special thanks to the \_\_\_\_\_ Independent School District and Principal \_\_\_\_\_ for their cooperation and assistance for this event.



**Platinum Donors**

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**Silver Donors**

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**Gold Donors**

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**Bronze Donors**

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## **How To Write a Meaningful Thank-You Note**

Seniors, use these tips for personal handwritten notes.

### **Nuts and bolts**

- Use blue or black ink
- Write legibly
- Put the date and year in the upper right-hand corner

### **Greet the giver**

- Dear Mr./Mrs./Ms./Dr. \_\_\_\_\_,
- If the contact is the business owner or the representative of a company, begin with Dear \_\_\_\_\_, thank you and ABC Company for...

### **Express gratitude**

On behalf of the Senior Class of (year), thank you for:

- your kindness
- your kind donation
- your considerate gift
- your generosity
- your meaningful support
- your generous contribution
- the (list merchandise) your organization contributed

### **Mention what they donated to**

- toward this year's Project Celebration, our alcohol-free and drug-free graduation party.

### **One more thing**

Add a sentence to let the giver know what their gift means to you. This conveys that you put some intentional thought into the thank-you note, especially if you know the giver personally.

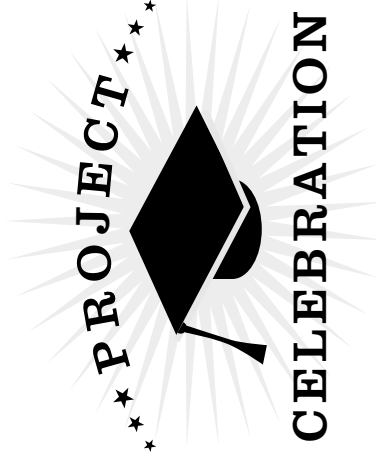
- I am proud to be part of a community that invests so much in the lives of \_\_\_\_\_ High School students.
- You have really made a difference in the lives of the seniors at \_\_\_\_\_ High School.
- It is so encouraging to know that our community supports \_\_\_\_\_ High School students in so many ways.

### **Wrap it up**

- Thank you again for your generosity.
- Many thanks for your continuous support.
- Once again, thank you very much for your gift.

### **Last but not least...**

- Sincerely,
- Best regards,
- Sign your own name and add "and the Class of \_\_\_\_\_"
- Don't forget to address the envelope!



Certificate of Appreciation Is Presented to

in acknowledgment of your noteworthy contributions and support of

**PROJECT CELEBRATION**

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Project Celebration Chairperson