**Internal Comms Template – Call to All Staff**

To: All staff​

From: Amazing internal lead fundraiser & supporter​

​

Dear Staff,​

​Lifeline’s matched Giving Day is back for its third year! ‘*Rays of Hope’*is being held on **Wednesday 1st March 2023** andis our chance to make a difference in our community, and support Lifeline when they need us most.​

​Like many industries facing shortages right now, Lifeline needs to recruit, train and retain more Crisis Supporters than ever before to build capacity for their increasing service demand. Lifeline simply cannot afford to not be there for someone reaching out to them in their darkest moments. ​​

How can we help? We are going to make a difference by hosting a [insert fundraising event] on **Wednesday 1st March**. We will be encouraging a donation on the day, and [insert organisation name] will be donating [insert XYZ]. EVERY dollar donated on 1st March will also be matched by Lifeline’s partners so that our donation has DOUBLE the impact.​

​If you’re ready, we have set up a unique fundraising page for our organisation to track how much of an impact we will make. See below:​

​ [Button: Insert your URL link to the team you have set up for the day]​

​‘*Rays of Hope’* is all about coming together as a community for one crucial day. Every dollar we raise will help ensure more Crisis Supporters are ready to help when a person needs someone to talk to in their most difficult moments.​​

If you have any questions please get in touch with [your HR Manager/lead fundraising organiser>]

​Kind Regards,