



Friends of St Mary's CE Primary School

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Dear Parents / Carers,

RE: Match Funding

You will hopefully be aware of the fantastic work that The Friends of St Mary's are doing to raise funds for our school. We wanted to take this opportunity to remind you about the Match Funding scheme and how a little bit of your time could double the funds raised by the Friends of St Mary's.

If you work for an organisation that has a match funding policy, any money you raise could be matched by your employer. Companies may match the fundraising total for an event, or for the stall that their employee is working on. Usually, the employee will need to supply them with a letter from the Friends detailing the date and nature of the event, together with the total raised.

We understand that the high street banks, building societies, supermarkets and large corporations are likely to do match funding, but these schemes are not exclusive to the major corporate giants. If you work for an independent company, they may be interested in charitable giving through match funding too.

We would be grateful if you could see if your employer has a match funding scheme, or if they are willing to match fund any of our events. If you can't help out this time, but you know the company you work for has a match funding policy, please let us know. This could be a really large source of income for the Friends of St Mary's and help us raise money for stage lighting, sound equipment and IT resources, as well as helping us to subsidise school trips and educational visits.

If you are able to help us this way, please let us know and we can discuss your companies' requirements.

Please find attached a template letter that you can use to contact your HR department. Please complete the highlighted fields before sending. If you are unable to print this at home, please request a copy (with your details completed) from the school office. A copy is also available on the school website.

Thank you for your support.

The Friends of St Mary's CE Primary School