

## SAMPLE MEMO

**TO:** City & County of Honolulu, *Department Employees*  
**FROM:** *Department coordinator name (s), Department*  
Food Drive 2012 *Coordinator(s)*  
**SUBJECT:** City & County of Honolulu, Department  
Food Drive 2012 benefiting the Hawaii Foodbank

Aloha! The **City & County of Honolulu** kicked off its Annual Food Drive on February 3, 2012 to benefit the Hawaii Foodbank. The mission of the Foodbank is to provide food so that no one in our island ohana goes hungry. This is the **23rd Annual Food Drive for the Hawaii Foodbank**. We hope you will join this state-wide effort to collect food and raise funds to feed the over 183,000 individuals who face hunger in Hawaii.

The **City & County of Honolulu**, comprised of employees of all City & County departments and agencies, hopes to **raise 12,000 pounds and \$10,000, beginning now through April 21, 2012**. Last year, the generous employees of the City & County of Honolulu donated 20,013 pounds and \$19,420 to feed Hawaii's hungry!

As an employee of the City & County of Honolulu, you are encouraged to participate fully and give generously. The Food Drive will certainly be a success if we all do our share and help those who need us the most. Over the next few months, you will have many opportunities to support the Food Drive through activities that will collect nonperishable food and raise cash donations, including:

- Food drives
- Monetary donations
- Creative fundraising activities like bento sales, bake sales, white elephant sales, etc.

This year, the **City & County of Honolulu** hopes to exceed our goal! Please help the Hawaii Foodbank this year by contributing whatever you can to help Hawaii's hungry and show the aloha spirit.

If you have any questions, please contact *department coordinator* at *contact number* *or e-mail*.