1. Introductory message

We are excited about sharing with you a new donation program offered by AuBurn Pharmacy! (Insert club/group name) recently became participants in the AuBurn Pharmacy Caps To Cash program to aid in our fundraising efforts. It’s an easy way for members, family and friends to get involved in helping us raise funds. By collecting specially marked Caps from AuBurn Pharmacy prescription bottles, it will enable us to turn them into CASH! Each Cap collected and submitted is work 25¢. (Insert club/group name) has the ability to earn up to $10,000 a year! So start collecting TODAY and watch for more details on how to submit the CAPS you collect for (Insert club/group name).

If you have any questions about the AuBurn Pharmacy Caps To Cash program, visit their website at [www.auburnpharmacies.com](http://www.auburnpharmacies.com), or contact our Caps Coordinator, (insert name) at (insert email and/or phone). *\*AuBurn Pharmacy cares about the environment by recycling ALL Caps submitted to the Caps To Cash program.\**

1. Cap Submission deadline

**A message from (insert name), your Caps To Cash Coordinator for (insert club/group name)**

It’s submission time for our Caps To Cash fundraising campaign! I’ll be sending in all the AuBurn Pharmacy Caps we’ve collected by (insert date). Our goal this year is to earn $(insert amount), so our goal with this submission is $(insert amount). That works out to (insert goal X .25) individual caps. That’s a lot of Caps! But I’m confident we will reach our goal.

I’ll be bundling up all AuBurn Pharmacy Caps on (insert days and times) at (insert location). If you’d like to help out, just let me know. It’s fun and easy. If you have Caps you still need to get to me, here are some optional tips that’ll make the submission process easier –

* Bundle your Caps together in a bag. (Ziploc type bags preferred)
* Use a sumission sheet – available at [www.auburnpharmacies.com](http://www.auburnpharmacies.com) for download
* Fill out the total number of Caps you are submitting and enclose it in the sealed bag

Once we send in all the Caps, we will receive a donation check from AuBurn Pharmacy. There are no program restrictions on how we may use our donation so we can buy what we really need. This year we’re planning to use the money for (insert accomplishment).

If you have any questions, please don’t hesitate to contact me at (insert email and/or phone). Thanks for your help!

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1. **First Caps To Cash submission of the calendar year**

**A message from (insert name), your Caps To Cash Coordinator**

Wow! What a great job everyone did! On (insert date) we received a donation check from AuBurn Pharmacy for $(insert amount). We can use this cash to buy whatever we are in need of. This year, we plan to (insert accomplishment). Our goal for the year is $(insert amount), so we’re on the right track! Keep the AuBurn Pharmacy Caps coming; we’ll be submitting again in (insert month or date) to receive our second check.

If you have any questions, please contact me at (insert email and/or phone). Thanks to all who participated. Together we can make a difference!

1. **Second Caps To Cash submission of the calendar year**

**A message from (insert name), your Caps To Cash Coordinator**

Great job everyone! On (insert date) we received a donation check from AuBurn Pharmacy for $(insert amount). We can use this cash to buy whatever we are in need of. This year, we plan to (insert accomplishment). Our goal for the year is $(insert amount), keep up the good work and keep collecting your AuBurn Pharmacy Caps!

If you have any questions about the AuBurn Pharmacy Caps To Cash program, visit their website at [www.auburnpharmacies.com](http://www.auburnpharmacies.com), or contact me (insert email and/or phone). *\*AuBurn Pharmacy cares about the environment by recycling ALL Caps submitted to the Caps To Cash program.\**

1. **Letter to family and/or friends**

Dear Family and Friends,

Did you know you could help me earn money for (Insert club/group name)?

We participate in the AuBurn Pharmacy Caps To Cash donation program, which has helped many clubs and organizations in their fundraising efforts. All year long we collect AuBurn Pharmacy bottle caps. Each cap is worth 25¢. When members of (Insert club/group name), families, friends and communities work together to collect AuBurn Caps and send them in, the money adds up fast.

Last year our group raised $(insert amount), which we used to (insert fundraising accomplishment). We can earn even more cash with your help!

Would you be willing to save the caps from your AuBurn Pharmacy bottles for us? To submit the Caps you have collected for me (insert procedure for collection).

Thank you for supporting (Insert club/group name)! If you have any questions about the AuBurn Pharmacy Caps To Cash program, visit their website at [www.auburnpharmacies.com](http://www.auburnpharmacies.com), or contact our Caps Coordinator (insert name) at (insert email and/or phone).

Sincerely,

(insert name)

*\*AuBurn Pharmacy cares about the environment by recycling ALL Caps submitted to the*

*Caps To Cash program.\**

1. **Letter to Members**

Dear Member,

My name is (insert Coordinator Name) and I’m the volunteer Caps To Cash Caps Coordinator at for (Insert club/group name)

AuBurn Pharmacy offers clubs and organizations a fundraising program that turns AuBurn bottle Caps into CASH. Each Cap is worth 25¢! The program gives us the power to earn up to $10,000 per year depending on how many Caps we collect and turn in.

This year our goal is to raise $(insert amount) for (insert goal description or item). Here is how you can help:

* COLLECT CAPS - Start collecting Caps from your AuBurn Pharmacy prescription bottles when you are finished with your medication. Ask family and friends to help out and collect theirs too! Each cap is worth 25¢!
* SUBMIT – Watch for information from me on how and when you should turn in the AuBurn Pharmacy Caps you’ve collected.
* CASH IN - I will coordinate compiling all the Caps turned in, submit them to AuBurn Pharmacy and turn our CAPS TO CASH to help us reach our goal!

Would you be willing to save the caps from your AuBurn Pharmacy bottles to help raise funds for (Insert club/group name)? To submit the Caps you have collected for me (insert procedure for collection).

Thank you in advance for supporting our fundraising efforts! If you have any questions about the AuBurn Pharmacy Caps To Cash program, visit their website at [www.auburnpharmacies.com](http://www.auburnpharmacies.com), or contact myself at (insert email and/or phone).

Sincerely,

(Caps Coordinator Name)

Caps To Cash Coordinator

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