[Insert Date]

Dear Parents,

We are thrilled to announce that our school will be participating in the **4th Annual** **Bag It Up for Goodwill Challenge** during the month of April. The challenge provides an excellent way for students to learn about responsible recycling by keeping unwanted items out of landfills and instead donating them to Goodwill and putting those items to work in the local community. We are calling on our school community, family and friends to come together and support this initiative by donating gently used clothing and household items that they no longer need to a participating Goodwill location.

The school that donates the most items in April will win a private performance by X. Also, our school could receive $1,000 to be used towards any educational or athletic need. Below please find additional details regarding the contest:

**GENERAL**

* The Bag it up for Goodwill Challenge runs 4/1/2019 to 4/30/2019.
* Not ALL Goodwill locations are participating. Find the nearest participating location at [www.bagitupforgoodwill.org](http://www.bagitupforgoodwill.org). It appears our closest location is [insert nearest participating location].
* When donating, inform the donation attendant that you are donating on behalf of a school.
* You will be provided a slip to record school name, city and the number of items being donated.
* You can pre-print the donation slip, complete it and bring it with your donation as well. It can be found on [www.bagitupforgoodwill.org](http://www.bagitupforgoodwill.org).

**DONATIONS**

* Items such as marbles/dominos count as a single item and not several individual items.
* Questions about what Goodwill accepts? Visit [www.bagitupforgoodwill.org](http://www.bagitupforgoodwill.org).

Last year’s winning school, John F. Kennedy Elementary in Milford, donated 58,940 items. Our school community is strong, and I know we can collect enough items to win the grand prize this year! If you have any questions regarding the challenge, you can visit [www.bagitupforgoodwill.org](http://www.bagitupforgoodwill.org) or call [insert school contact here].

Thank you for your attention and effort in this challenge. We look forward to following our progress throughout the month of April and helping to do our part in taking care of mother earth.

[Insert Principal name and signature here]