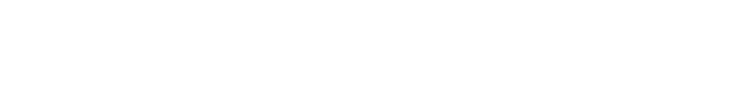
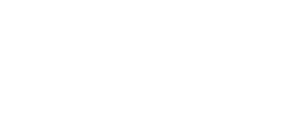


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LES Post-Fundraiser



The Talent Show is now over, and it was a big success in terms of attendance, performance, enthusiasm from the audience and generous donations. The follow-up of your event is important not only to show your appreciation but to encourage them to come back for a similar event. Therefore, it is time to reach out the attendees again to thank them.

You have conducted a post-event survey to receive a feedback from the attendees.

You should communicate with the participants to thank them and share with them the outcome of this event. Thus, the event survey report as well as the financial report will be essential to be included in your thank you letter.

You will need to read different texts to help you write a thank you letter to the participants.



**Task 1:**



Read the article: Annual Donation Brings Donation Money on page 5



**Task 2**:

Write a letter to thank the participants and share with them the success of the event (draft pages 13-14 and final pages 15-16)

***DURATION***

120 minutes



***FAMILIES OF LEARNING SITUATIONS AND LANGUAGE FUNCTIONS***

o Informing, expressing, persuading

***AUTHORIZED MATERIALS/RESOURCES***

o English dictionary, Bilingual dictionary, Grammar book

o Internet, Magazines, newspapers, books

o Other relevant resources

***INSTRUCTIONS***

o Read and interpret the different texts.

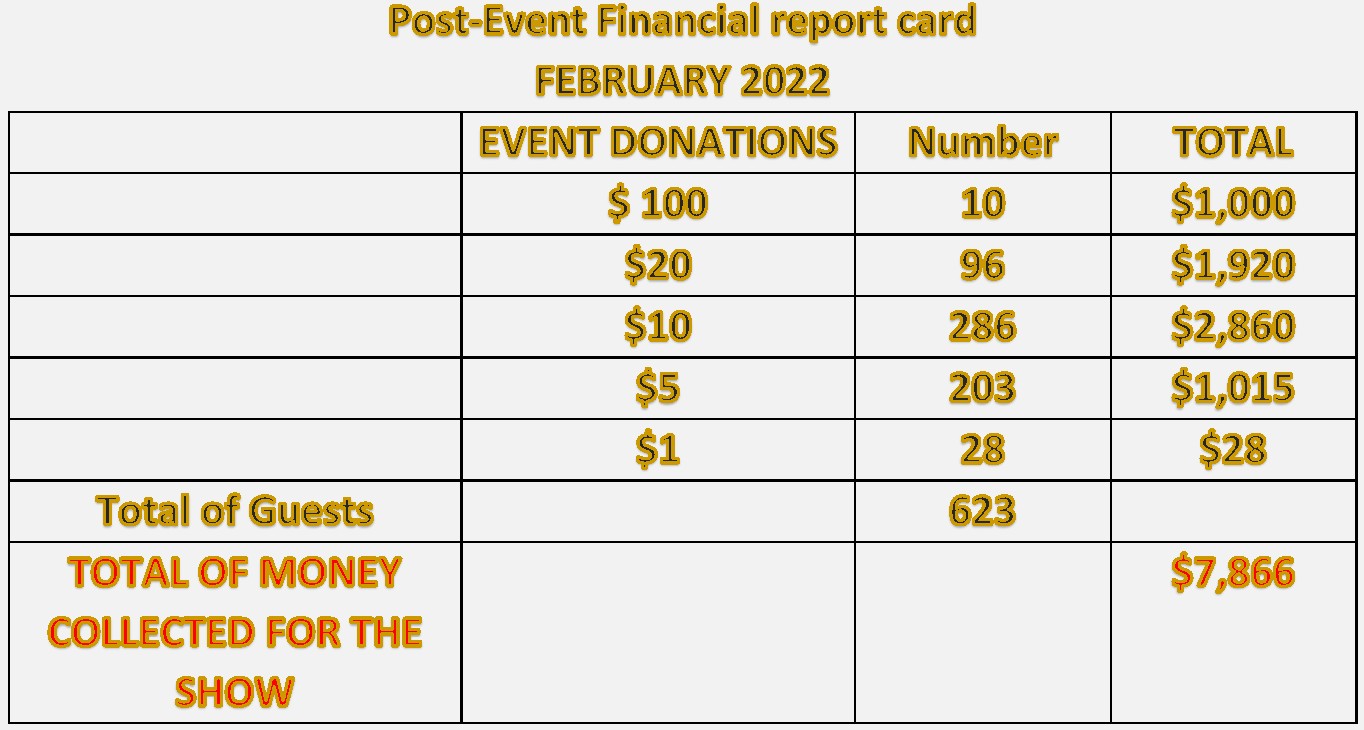
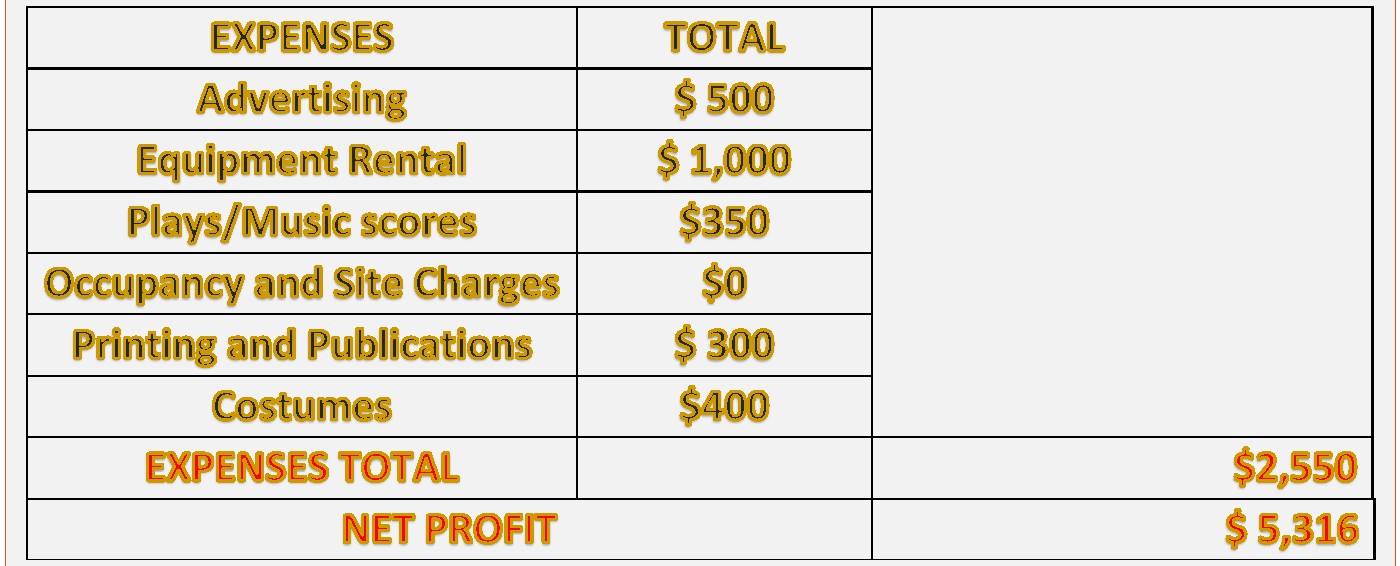
o Use the information chart to gather and organize information.

o Use the template to write a letter of 250 words.

**TASK 1 Read and Interpret Texts**

Okla Center for Adult Education

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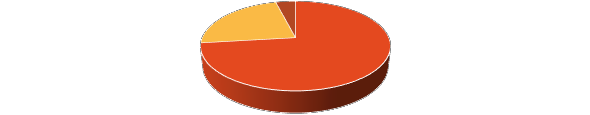


Satisfaction with the talent show



Very satisfied Satisfied Neutral

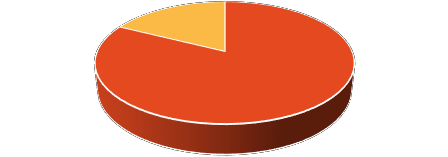
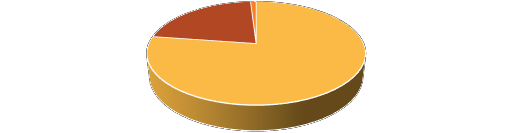
Length of the Show



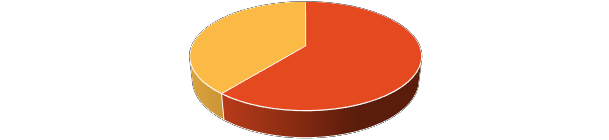
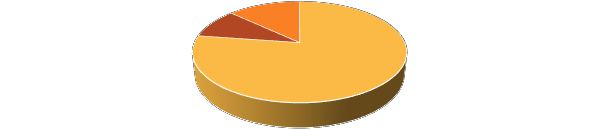
Prefect amount of time Too long Too short

Best day for a show

Saturday Friday



Recomandation of the show



YES MAYBE NO

Likely to be a sponsor Yes

Likely to be a sponsor No

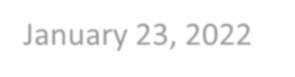
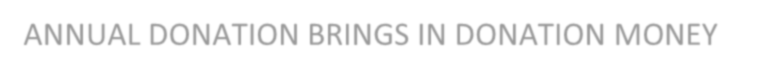


ANNUAL DONATION BRINGS IN DONATION MONEY



January 23, 2022

**By** [**Aurora**](http://www.westernfrontonline.com/byline/alaena-fletcher) **Michell (source: Article written by Alaena Fletcher in The Western Front)**



Talent was in abundance on the night of Friday, January 20 as the Okla Center for Adult Education held their third annual Talent show.

All the school was represented in 8 different acts ranging from singing and dancing to plays.

An approximate 610 people assembled at the Okla Center for the Adult

Education to watch the acts and participate in a donation.

“I think it went really well. We had some great responses from our audience and great talent that was performed,” Livia Manson, principal of the Okla Center for Adult Education, said. “Donors were extremely generous. Thanks to their generosity, we will be able to buy new music instruments, news plays, new scores,” she added. “We are dedicated to our community and our wish is to revisit our show and offer a better one next year. Our community deserves what is best” she added. “For our students, it gives them the opportunity to express themselves and to give to the community”. She concluded gratefully, “thanks to the generosity of the donors, we will have enough money to offer two scholarships to study abroad. This is the first time in the history in our school”.

With every thank you, whether you’re thanking someone for a monetary donation, or a donation of time and energy, you want to convey the same things: gratitude, sincerity, appreciation, and humility.



**Your perfect thank you expresses sincere gratitude.**

I know it sounds obvious, but true gratitude comes from the heart. It has a sound, a look, a feeling. Sincere gratitude comes from understanding why people have joined in supporting your mission, and appreciating the contribution each of them make toward accomplishing that mission.

Anything that sounds like a form letter won’t give your donor or volunteer that valuable feeling of being individually appreciated. Instead, it comes across like they are another line item on your list.

True gratitude requires acknowledging exactly what this donor has contributed that meant so much to you. How much did your donor donate? What outstanding job did the volunteer do? And how has that contribution helped to achieve your mission?

**The perfect thank you demonstrates why it all matters.**

When people feel like they’ve made a difference—when they can see the tangible return of their donations and hard work—it inspires them to come back, to give again. So be specific in your thank you about how a contribution has helped achieve your mission or goal. If you can, tell a story about the impact it’s had!

Who or what has this contribution helped? For example, perhaps this donation helped your organization purchase a new van to transport volunteers to work sites.

Remember as you write your thank you letters that the feeling of giving money or time, and having a positive impact, is addictive. Show donors and volunteers the positive results of their work and contributions, and they’ll want to do even more. We all want to feel needed and valued.

**The perfect thank you is prompt.**

TIP

Consider adding some black-and-white photos you took on-site, or of your last project, so your donor can see the impact of their contribution.

Get that thank you note in front of your donor, volunteer or staff person while it still has the power to resonate with them; while the event, donation, or goal is still fresh in their minds. To really come across as sincere and from the heart, a note of gratitude should come within a week of the donation or work event.

**The perfect thank you is personalized.**

Not every thank you letter can be written one at a time, but we can write it with care and heart. We can write it so it sounds personal, instead of like a form letter.

So avoid fancy wording that might make your letter sound distant or formal. Instead, your writing should talk directly to the person receiving it, and treat them like a valuable friend.

It’s gratifying to get a note that feels genuine, personal, informal. Tell a donor

why they, specifically, are so critical to what you achieved.

**The perfect thank you doesn’t always have to be prompted.**

This is my favorite secret, so I saved it for last. Don’t just thank the people that matter most and work the hardest when you need to; thank them even when you don’t.

Remember your big donors on holidays and special events. Let them know

you’re thinking about them, and how grateful you are for their support.

**These charts may be used to help you gather and organize information for the final task. The charts are optional and will not be evaluated.**

**INFORMATION CHARTS**



|  |  |
| --- | --- |
| **Questions about “**Post Financial Report Card” | **Answers** |
| What was the satisfaction with the talent show? |  |
| What was the satisfaction with the length of the show? |  |
| What should be the best day for such an event? |  |
| According to you, why is it important that people would recommend the show? |  |
| According to you, why is it important to ask people to be a sponsor? |  |
| Other notes: | |



|  |  |
| --- | --- |
| **Questions about “**Event Survey Report**”** | **Answers** |
| What kind of event took place? |  |
| When? |  |
| What are the outcomes? |  |
| Other notes: | |
|  | |

|  |  |
| --- | --- |
| **Questions about “ANNUAL DONATION BRINGS IN DONATION MONEY”** | **Answers** |
| What kind of event took place? |  |
| When? |  |
| What are the outcomes? |  |
| Other notes: | |



|  |  |
| --- | --- |
| **Questions about “** | **Answers** |
| According to the article, what a thank you letter should convey? |  |
| What should you write to show that your donors are important? |  |
| What piece of advice Jill Boyer gives for a perfect thank you letter? |  |
| What advice does Jill Boyer give for big donors? |  |
| Other notes: | |
|  | |
|  | |

**TASK 2 Write and Produce Text**

**Scenario**

The Talent Show is now over, and it was a big success in terms of attendance, performance, enthusiasm from the audience and generous donations. The follow-up of your event is important not only to show your appreciation but to encourage them to come back for a similar event.

Write a letter to thank the participants and share with them the success of the event.

**Instructions:**

Using the information from the various texts, write a letter to thank the participants and share with them the success of the event. Don’t forget to include all the pertinent information in your possession.

Among this list below, choose a person to whom to wish to send this letter:

• The Mayor (Mr. Rudolph)

• The School Board (Mrs. McIntoch, Mrs. Vulcano, Mr. Downhill, Mr.

Sing-Ing)

• The School of Education Superintendent (Mr. Vapalvoir)

• Parents (invent names)

• Friends (invent names)

• The body of your formal letter will be between 150-250 words long.

• Write your draft on the page titled “Draft”. Write your final letter on the page titled

“Final copy”.

• Write the name of the person you wish to write to (see the list of people above) or invent name.

• End with a polite sign-off followed by your full name.

• Include the date, as well as opening and closing salutations.

• Talk about the importance of their presence, donations and all the pertinent information you wish to share with them.

• Convince your reader that he or she made a difference.

• Hand in this Learning Evaluation Situation.

**DRAFT**

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**FINAL**

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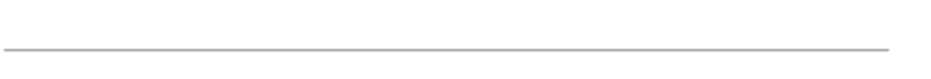
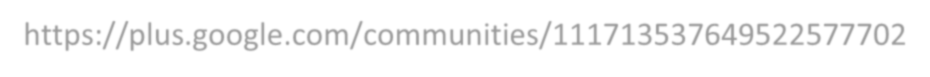
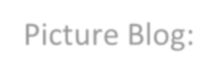
**Sources:**

<https://blog.greatergiving.com/the-perfect-thank-you/>

photo source: [https://fr.wikipedia.org/wiki/Fichier:Eurovision\_Song\_Contest\_2017,\_Semi\_Final\_2\_Re hearsals.\_Photo\_292.jpg](https://fr.wikipedia.org/wiki/Fichier%3AEurovision_Song_Contest_2017%2C_Semi_Final_2_Rehearsals._Photo_292.jpg)

newspaper: [http://www.westernfrontonline.com/2018/04/23/annual-talent-show- brings-in-donation-money/](http://www.westernfrontonline.com/2018/04/23/annual-talent-show-brings-in-donation-money/)

[https://www.communityfunded.com/blog/5-effective-tips-to-increase-fundraising- event-attendance/](https://www.communityfunded.com/blog/5-effective-tips-to-increase-fundraising-event-attendance/)



Picture Blog: <https://plus.google.com/communities/111713537649522577702>