

National Association of Letter Carriers

100 Indiana Ave., N.W.
Washington, DC 20001-2144

Memorandum

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From the Desk of **FREDRIC V. ROLANDO** 
President

July, 2011

To: NALC Branch Presidents

To:

Subject: Fill the Satchel for MDA

NALC is excited to announce our first ever “**Fill the Satchel**” event to help letter carrier’s deliver the cure for MDA. The event is scheduled for **Sunday, October 2, 2011**. I hope that you will join me and thousands of other letter carriers on the streets in our communities collecting donations from our customers - the American public.

In the 1950's when NALC had “porch light brigades” we collected money from customers after work for MDA. NALC raised over \$3 million dollars annually. This was at a time when letter carrier salaries were only \$4,400 per year. If the previous generation of letter carriers collected that kind of money, we should be inspired to do even more for our longtime charity.

This is not a USPS sponsored event. However, the Postmaster General has agreed to allow letter carriers to collect MDA donations in uniform with satchels for this event.

Be sure to check and abide by the laws in your community regarding fund raising events and plan accordingly to make your “**Fill the Satchel**” day the most simplistic, productive fund raiser that you have ever organized.

Attached is a list of guidelines to help you plan your event, and an order form for purchasing union-made materials at cost. Best of luck and let’s **Fill the Satchel** for MDA.

PLANNING *for* FILL THE SACHEL DAY

1) Site selection is important:

Choose a location that gets plenty of Sunday traffic
Select a site near a football stadium, shopping mall, popular dining spot
Locations should be safe for standing, waving, signage & for money

2) Assign members to committees:

Organizing committee members will rally the troops
Banking committee members will collect, count, and track the funds
Thank you committee members will arrange for food, drinks & prizes

3) Safeguard donations:

Donations should be picked up, tracked, and banked on Sunday
Use inside pockets of the satchels - to avoid loss
Work in groups of three or more - never alone

4) Mind your p's & q's:

Dress in your uniform best - or matching event shirts/vests/ball caps
Can your comments -
 "Can you help us *deliver a cure* for MDA?"
 "Can you help *fill the satchel* for MDA?"
Thank everyone and provide a tax receipt to all "givers"

5) Plan a post fundraising party:

Enlist auxiliary, spouses & local MDA to help with a bbq, potluck, or beer bust
Award prizes for the most money collected, largest amount donated, etc.

6) Tell NALC how much you raised:

Enclosed is the "blue" quadruplicate form to be sent to MDA
Return the "pink" copy to Jim Williams @ NALC headquarters to ensure credit

Do's and Don'ts:

Do put safety first at all times
Do dress for the weather
Do order supplies in advance
Do invite local MDA families

Don't stand anywhere alone
Don't hold cash overnight
Don't hesitate to ask your
local MDA office for help

**PLANNING for
FILL THE SACHEL DAY**

ORDER FORM

- ✓ Union made white t-shirt with navy blue imprint

<u>Size</u>	<u>Quantity</u>
Small	_____
Medium	_____
Large	_____
X Large	_____
XXLarge	_____
XXXLarge	_____
<u>TOTAL</u> \$8.00 each	_____

- ✓ Union made yard signs \$4.00 each Quantity_____

Send orders to: Fill the Satchel @ 100 Indiana Ave NW, Washington, DC 20001
Make checks payable to Secretary-Treasurer NALC

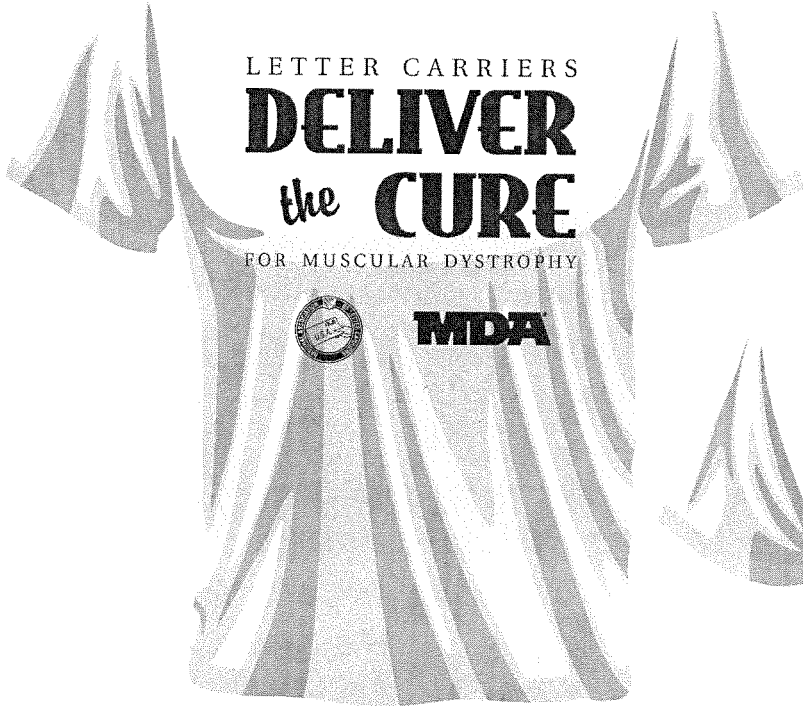
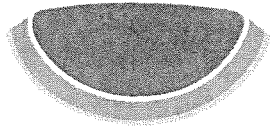
Branch_____

Shipping Address_____

City, State & Zip code_____

Phone #_____

Orders must arrive at NALC no later than September 23rd for processing !



LETTER CARRIERS

DELIVER
the **CURE**

FOR MUSCULAR DYSTROPHY



MDA

LETTER CARRIERS

FILL



the **SATCHEL**

FOR MUSCULAR DYSTROPHY