**[MARYLAND CHARITY CAMPAIGN KICK-OFF EMAIL]**

**EMAIL SUBJECT:** 2017 Maryland Charity Campaign

Hello colleagues,

UMBC’s annual Maryland Charity Campaign is officially under way!

*UMBC50: A Tradition of Caring.* This year’s message embodies the spirit of our institution and our history of community and caring, which has been recognized time and again as one of the most generous in the state. With your support, we can continue to show we are a community that cares by raising vital funds for nonprofit organizations that serve the surrounding community in many ways, from food and shelter to education and job training.

By now, you should have received your Maryland Charity Campaign pledge form, which contains all of the information you need to donate to the charity of your choice. I encourage you to visit mdcharity.org to [make a donation online](https://mcc.causecast.com/register/invite-code). Donating online is the quickest and easiest way to give. If for some reason you have not received a pledge form, please contact me as soon as possible so that I can provide one for you.

Contributors to the Maryland Charity Campaign donating online will need their **Campus ID** to [create an account](https://mcc.causecast.com/register/invite-code). Your Campus ID (**also known as your invite code**) can be found on your pledge form and on your campus card. For a step-by-step guide to donating online, please visit [mcc.umbc.edu/help](http://mcc.umbc.edu/help/). Once you have donated, please print out your confirmation email receipt and hand it into me so that we can track our progress. **Please note:** If you donated online for last year’s campaign, you should already have an account with the system. Your username should be your campus email address. If you have forgotten your password, you can recover it using the [Forgot Password](https://mcc.causecast.com/resetting/request) link on the site.

**We are still accepting cash donations!** If you would like to give cash to the campaign, please write “Cash” in the Preferred Payment Method column under the “Designating Your Gift” section of the form, along with your donation amount in the respective field.

Don’t wait! The last day of the campaign is **Friday, December 15, 2017.**

If you have any issues with donations, do not hesitate to contact me directly for any assistance.

Thank you so much for your support.