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

**EMAIL SUBJECT:** 2018 Maryland Charity Campaign

Hello colleagues,

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

*UMBC: Making a Difference.* This year’s message embodies our campus spirit and history of caring. With your support, we can continue to make a difference 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 choosing. I encourage you to visit mdcharity.org to [make a donation online](https://mcc.causecast.com/login). 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.

If you donated online for a previous year’s campaign, you should already have an account in 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. If you are new to donating online, you will need your **Campus ID** and **Email Address** 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/).

**We are still accepting cash donations!** If you would like to give cash to the campaign, please write “Cash” in the Total Check Amount line at the bottom of the “Designating Your Gift” section of the form, along with your donation amount in the respective field.

As a reminder, we ask that **all offline donations through pledge forms be signed** for confirmation that you have authorized the donation. Don’t forget to fill out the MCC code/EIN for the charity of your choosing.

Don’t wait! The last day of the campaign is **Tuesday, December 18, 2018.**

If you have any issues with donating, do not hesitate to contact me directly. Thank you so much for your support.