**Letter/Email from Hospital CEO to All Staff**

[Letter Format]

OR

[Email Message Subject] Support for the HAP Donate Life Hospital Campaign

Dear [HOSPITAL NAME] staff member:

[HOSPITAL NAME] is pleased to announce we have joined the Hospital and HealthSytem Association of Pennsylvania (HAP) and Gift of Life Donor Program as a hospital partner in this campaign to educate hospital communities on the critical need for more organ, tissue and cornea donors and to encourage individuals to register as donors.

Every day new people are added to the national organ transplant waiting list. That list now exceeds 113,000 people whose lives depend on a life-saving organ transplant. This week more than 120 of them will die because not enough organs are available. Thousands of others whose lives would benefit from the gift of eye and tissue donation continue to wait and hope.

I am writing to urge your active involvement in this campaign*.* As a Hospital Partner in this initiative, we encourage all members of our staff to join with Gift of Life Donor Program, our partner organ donation organization, in educating our hospital community on the critical need for donation and providing opportunities for people to sign up as organ, eye, and tissue donors.

We are aiming to register new organ donor designations to the state registry to contribute to the national goal and to earn state recognition from the Hospital and HealthSystem of Pennsylvania (HAP) for conducting activities that promote enrollment in state organ donor registries. We will earn points for each activity we implement between now and April 30, 2019 and will be recognized for reaching a titanium, platinum, gold, silver, or bronze level.

(Option 1) As a first step in our hospital’s commitment to this important campaign, ***I urge you to join me in registering your own generous decision to be an organ, eye, and tissue donor***.To learn more about donation and to sign up as a future donor in your state’s registry, please visit [www.donors1.org](http://www.donors1.org). By taking a few minutes to register, you ensure that your desire to give this gift is officially recorded. You may someday be able to give the priceless gifts of life, sight, and mobility to another.

(Option 2) As part of this initiative, we will offer three brief sessions to give all our employees the opportunity to learn more about organ, eye, and tissue donation, and to make sign-up convenient.

* [DATE] at [TIME] in [PLACE]
* [DATE] at [TIME] in [PLACE]
* [DATE] at [TIME] in [PLACE]

(Option 3) As part of this initiative, we will host an employee registration drive on [DATE] at [TIME] in [PLACE].

In the **weeks/months** ahead, you’ll hear more about [HOSPITAL NAME]’s participation in this important campaign. For event information and details on ways you can become actively involved, contact [HOSPITAL CHAMPION’s NAME at CONTACT INFORMATION] or visit [www.donors1.org](http://www.donors1.org).

Please join me now in supporting our involvement and in spreading this message that helps us to literally ***save lives***. Thank you for caring—and for your support.

Sincerely,

[Name]

[Title]