

# LIVING BEYOND BREAST CANCER®

## Department Decorating Contest Toolkit

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### DRAFT EMAIL TO EMPLOYEES

**Email Subject:** *Show Your Spirit: Join the Decorating Contest!*

**Email Body:**

Let's turn awareness into action! This October, departments are invited to participate in our **Breast Cancer Awareness Decorating Contest**.

- Decorate your workspace between [start date—end date]
- Donate [\$ amount] to enter your department
- Winners will be chosen for [categories, e.g., “Most Creative,” “Most Inspiring,” “Team Spirit”]

All donations collected will support [Living Beyond Breast Cancer](#), a national nonprofit that provides people diagnosed with breast cancer with trusted information, support services, and connection to others who understand—helping them make informed decisions and feel more in control, every step of the way.

**Make your donation here:** [Insert JustGiving URL]

We're proud to share that Living Beyond Breast Cancer has earned Charity Navigator's highest 4-star rating for 20 years in a row — a distinction held by fewer than 1% of U.S. charities.

Let's brighten our workplace while making a meaningful impact together! Visit <https://www.lbbc.org/about-breast-cancer> to learn more and get inspired!

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Every dollar makes a difference. Thank you for joining your colleagues in showing compassion and support this Breast Cancer Awareness Month.

Thank you,

[Employee Name & Title]

## INTRANET/SLACK POST

🎀 **Decorate to Make a Difference!** Departments can join our **Breast Cancer Awareness Decorating Contest** this October. Donate [\$ amount] to enter, then deck out your space with creativity, color, and team spirit!

🏆 Prizes for creativity + bragging rights included.

👉 Join in here: [Insert JustGiving URL]

## SOCIAL MEDIA

🌟 *Tips:*

- Use a **photo of each of the different decorated offices with the teams who participated** - people love seeing real faces connected to fundraising.
- We love to engage with our friends online. Please **tag us in your posts** so we can show our appreciation!
  - Facebook: <https://www.facebook.com/livingbeyondbreastcancer>
  - Instagram: <https://instagram.com/livingbeyondbc>
  - LinkedIn: <https://www.linkedin.com/company/living-beyond-breast-cancer>

### [FB / IG]

Our office is putting creativity to work for a cause! Departments are competing in a Breast Cancer Awareness **Decorating Contest**, raising funds for @LivingBeyondBC. Every decorated space = more support for people impacted by breast cancer.

### [LinkedIn]

Team spirit meets impact. This October, our departments are taking part in a Breast

# LIVING BEYOND BREAST CANCER®

Cancer Awareness Decorating Contest, raising funds for **Living Beyond Breast Cancer**. Proud to see our workplace creativity make a difference!

## FLYER

We have created a customizable flyer in Canva for you to personalize your event. You can add:

- dates
- suggested donation amounts
- your Just Giving URL or another donation link
- your logo

[Edit template >>](#)

If you have any issues, please contact Niyata Johnson; Manager, Brand Partnerships  
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