**Article for branch newsletter: Sainsbury’s Charity of the Year application**

Every year, Sainsbury's invites nominations from shoppers and staff for a local charity for each store. The selected charities will benefit from a year long link with their local supermarket, with staff getting involved to organise fundraising events including charity collections, and volunteering for the charity.

Nominations are usually open at the beginning of May. You simply have to fill in a short nomination form and post it into the 'Local Charity of the Year' voting box found in all Sainsbury's stores. Each Sainsbury’s store will then draw up a shortlist from all nominations submitted, and representatives from the shortlisted charities will be asked to visit the store to talk to colleagues about what they do and how the Sainsbury's team could support them.

Each winning 'Local Charity of the Year' will be announced in June.

This is potentially a fantastic opportunity for [insert name of branch] as on average, the partnership raises £2,000 plus the donation of various items throughout the year. This could help us make a real difference to [insert example of the work you’re doing e.g. exercise classes or socials]. But we can’t do it without your help!

We need you to please:

* Nominate us in your local store from the beginning of May. The more nominations we get, the more likely the store is to take notice of us and put us on the shortlist.
* Let us know if you work in Sainsbury’s or know people that do. Charities that have a personal connection to staff are more likely to get chosen.
* Each store has a Community Champion who we’ll be trying to build links with – if you are one or know someone who is for your local store, please let us know.

If you have any other ideas about how we might be able to be chosen please contact [insert contact name and details]. Thank you for your support.