

SAMPLE OFFICIAL STATEMENT

Prepared by **Scott A. Koskoski and Carpe Diem Fundraising**

Dear Bill,

At XYZ Humane Society, the health and safety of our staff, volunteers and those we serve is our highest priority. As the COVID-19 situation unfolds, we are closely monitoring the situation here in our community and are making the best decisions we can with the information we have. We have always been in the business of caring for animals, their pet parents, our volunteers and staff, and our commitment to making our decisions in their best interest remains paramount.

Currently, we are instructing our staff to follow all CDC guidelines regarding social distancing, frequent handwashing and use of 60% or higher alcohol-based sanitizer. We are frequently cleaning our facilities using disinfectant. We are also insisting that anyone who is feeling ill or believes they have been exposed to COVID-19 stay home, call their doctor and take good care of themselves. Our staff have paid sick time and we will be flexible with anyone who is ill for an extended period.

Events happening in March have been cancelled due to the strong recommendation of local officials that no one host or attend large gatherings. Our event on June 15th is currently still scheduled to go on as planned, however, we will continue to follow local health department recommendations or any official decisions that include banning large events. We will keep you informed about this event.

You can stay updated on all things pertaining to XYZ Humane Society by visiting our dedicated page on our website XYZ.org/covid as well as our social media channels. We have also set up a hotline where you can call if you have specific questions at 123-456-7899.

Thank you for your trust in and support of XYZ. We are making decisions on behalf of many animals and people and we do not take these decisions lightly.

Sincerely,

Mary Jones, President