

DRAFT WORKPLACE EMAILS

Option 1: Detailed Email (Focus on the "Why")

Re: Join Us in Closing the Digital Divide this October

Hi team,

This October, our workplace is participating in GEO Nova Scotia's 2026 Digital Inclusion Drive to help close the digital divide across our province.

In today's world, having access to a reliable digital device and internet connection is essential. Without a smartphone or tablet, many in our community face significant barriers to accessing basic services, including:

- **Education:** Completing schoolwork, participating in online learning, and developing digital skills.
- **Employment:** Searching for job opportunities, submitting applications, and communicating with employers.
- **Healthcare:** Booking appointments, accessing virtual care, and managing health resources.
- **Emergency Response:** Receiving critical safety alerts and contacting support during emergencies.
- **Social Connections:** Staying connected with family, friends, and vital community support networks.

How You Can Help:

1. **Donate Used Devices:** Look through your drawers and cabinets for unused mobile phones and tablets, and bring them to our office collection box, [Insert Collection Box Location in Office].
2. **Make a Charitable Donation:** Consider [making a financial gift](#) to help purchase prepaid phone plans and data for individuals and families in need.

[Visit GEO's website](#) to learn more about the initiative.

Thank you for helping ensure everyone in Nova Scotia has the tools necessary to stay connected and supported!

Option 2: Short & Action-Oriented Email (Focus on the "How")

Re: Donate Your Old Phones & Tablets This October!

Hi team,

Do you have old cell phones or tablets sitting unused in a drawer at home? You can give them new life and help a neighbor in need!

Throughout October, we are hosting a collection box for GEO Nova Scotia's **2026 Digital Inclusion Drive**.

Here is how to participate:

- **Drop off devices:** Bring your used mobile phones and tablets to [Insert Collection Box Location in Office] anytime in October.
- **Donate prepaid phone plans:** Consider making a [charitable financial gift](#) to help purchase prepaid phone plans and data for community members who need them.

[Visit GEO's website](#) to learn more about the initiative.

Let's work together to get everyone connected!

Option 3: Mid-Campaign Reminder Email

Re: Reminder: Bring in Your Used Devices before October 31!

Hi team,

We are halfway through our **Digital Inclusion Drive** with GEO Nova Scotia, and we've already seen great support from the team!

If you haven't had a chance yet, there's still time to contribute before the end of October:

- **Bring in unused cell phones or tablets** to our collection box at [Insert Collection Box Location].
- [Donate online](#) to help fund prepaid phone plans and connectivity programs for local families.

Every single phone, tablet, and donation brings someone in Nova Scotia online and connected to critical healthcare, employment, and educational opportunities.

[Visit GEO's website](#) to learn more about the initiative.