

**Legacy Fellowship Business Sponsor**  
**SAMPLE Tuition Payment Announcement for Employees (via mail or email)**

To all employees:

The [Company] is proud to support our employees who wish to lend their voluntary efforts to community programs that enrich the quality of life and opportunities for all citizens. With that in mind, we are pleased to announce that the [Company] has agreed to pay the tuition for [one or more] employees or a team of employees to enroll in a civic leadership program called the Legacy Fellowship, which is being offered by SAGE, a Portland-based nonprofit organization.

During this Fellowship, fellows will be trained to carry out their own community benefit projects for younger and future generations. These projects, designed by the fellow, can be either independent or for an existing nonprofit. By working with a coach and expert advisors, each fellow will develop a project that meets a community need, is doable in nine months, and will capitalize on a fellow's personal passions and strengths. There is a closing dinner to celebrate achievements with colleagues, friends, and other guests. You can learn more about the Fellowship and meeting dates online at: [www.wearesage.org](http://www.wearesage.org).

The [Company] will pay the tuition for [one or more] employees or teams of employees to participate in the Fellowship. The decision whether an employee or team may receive a paid Fellowship is at the sole discretion of the [Company]. If the Company is not able to pay for an employee or a team to participate, the employee or team may still participate at their own cost. The decision whether an employee or team qualifies for a Fellowship is at SAGE's sole discretion.

To receive tuition payment, employees or teams should submit a request for pre-approved funding to [HR]. Once funding is approved, the employee or team should complete the Fellowship Application and give it to [HR] by [Insert Date]. [HR] will sign the section of the Application denoting that the [Company] will pay the tuition for the employee or team to participate in the Fellowship. The employee must then submit the signed application to SAGE. SAGE will send you or your team a letter to confirm your participation in the Fellowship.

If you have any questions about the tuition payment, please contact [HR] at [insert email]. If you have any questions about the Fellowship, please contact SAGE at [info@wearesage.org](mailto:info@wearesage.org) or (971) 717-6570.

Thank you to our employees who lend their voluntary time and energy to strengthen our communities.