

# Fundraiser #1

## A Support Letter Campaign

This year, we will all be working together to raise funds from every possible source and in every possible way, and we believe that one of the most powerful tools is you! There is nothing as powerful as a personal “ask” from a student. Friends, neighbors and especially family will have the privilege to vicariously experience this trip with you if they have helped contribute.

### Support Letter Steps, Ideas, and Guidelines

1. **READ.** Please read all of the following directions and all of the documents I have attached to this packet before proceeding with anything—be sure to have your parents help and read through everything as well.
2. **Collect as many names as possible.** Don’t assume that “they” will not give you money. Many times it is those who we believe are the least able to give who actually give the most. Don’t assume that you know who wants to help support you on this trip and who does not. You will be surprised. The more letters you send out the more likely you will be able to fund a large portion of your trip. For those participating (this is optional), we are asking everyone to send out at least 10 letters, but I’ve known students to send out over 30 letters. The more the better!
3. **Write a personal note to include with the form letter.** It will be more effective if you describe what the trip means to you. **The more personal you are about your passion for this experience, the better response you will get.**
4. **Print your *personal* note.** Print this on plain white paper as many as you’ll need with a few to spare and bring them to school.
5. **In longhand, write** “Dear (the name of the person you are writing),” above the first paragraph. In longhand, sign your name after “Sincerely.”
6. **Form Letters and Return Cards/Envelopes** I have given you 10 of everything: the donation form letter, mailing envelopes(big), return envelopes(small) and return cards for any donations you receive. If you need more, please talk to me before or after school. I will keep extras of EVERYTHING on hand. **IF YOU NEED HELP PRINTING YOUR PERSONAL LETTER**—please email it to me and I will print it for you at school.
7. **Mail.** We’d like as many letters as possible in the mail by Friday, October 4th. I am asking that each family contribute postage for this letter campaign. If this is not possible for your family, have your student bring your letters to the school, and I will get them mailed.
8. **Receive.** All donations will come directly to the school. We will credit each donation to your student and provide an accurate update on your finances at regular intervals as well as a list of the individuals who gave in your honor.
9. **Gratitude.** **Follow up with those who give you money.** Please send them a hand-written thank you note and a recap of your trip when you return.
10. **Questions?** Email or stop by to see Mrs. Obluda