

## Project Fundraising

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### *Donations*

- (1) Go to local organizations first.
- (2) Use brainstorming to create a list of organizations that might provide donations.
- (3) Have team members contact the organization to find out the right person to contact.
- (4) Develop a presentation and/or donation letter. The letter and/or presentation should explain the project, describe your organization, state why you think a partnership would be mutual beneficial, explain the grant program, characterize what you expect and/or need from the partner, discuss who will be responsible for what, present what the next step for creating the partnership will be, and provide a contact person's name, e-mail address, phone and fax numbers.
- (5) Contact the person by letter, e-mail or phone. Request a meeting. Provide a general description of the project. If the person says, "no," don't push. Thank them. Ask them if they would like to be kept informed. If the person wants to meet, make sure he or she is a "decision maker;" that is, he or she has the authority to make a donation commitment on behalf of the organization. If not, request the decision maker(s) be at your meeting.
- (6) Rehearse your presentation through role-playing; also, use visualization to rehearse it. Imagine a "mutual beneficial," win-win meeting.
- (7) If the organization is going to donate, create a action plan with the person.
- (8) Thank the person and/or organization. Send a "thank you" note. Take them to dinner. Advertise their contribute at project events.
- (9) Send them a brief project evaluation report, which explains the project's results, and how their donation contributed to the project's success. Conduct a project celebration. Invite donors. Honor them.

### *Organization Fund Raising Ideas*

If additional funds are required for matching foundation grants and/or to support association and/or organizational development, the team should consider and organizing small fundraising events. These events need not be elaborate.

The following are fundraising events that have been successfully organized and implemented.

- Bake sale
- Student art auction
- Speaker
- Movie night
- Talents show
- Dance-a-thon
- Child care
- Yard care
- Old book sale
- Refreshment sale at sporting events
- A haircutting and cosmologist event