

Request letter template



[INSERT DATE]

Dear [INSERT POTENTIAL SPONSOR NAME]:

My name is [YOUR NAME], and I am a member of the Key Club of [YOUR SCHOOL NAME]. I have a great opportunity to attend [EVENT NAME] in [LOCATION], [DATE].

[WHAT YOU PLAN TO DO AND LEARN WHILE AT EVENT]

But I need your help to get there. Before I can attend [EVENT NAME], I need to raise enough money to help pay for my registration, lodging, meals and other expenses.

I don't expect you to provide all those funds. Key Club encourages members to contribute one third of the costs themselves before asking their Key Club to fund another third. Then we ask [OUR SPONSORING KIWANIS CLUB/LOCAL BUSINESSES] to help fund the final third.

In order to attend [EVENT NAME], I still need \$[AMOUNT]. If you can't give that much, consider a smaller donation. Anything will help!

Please mail your donation check to me at the address below, or, if you'd prefer, I can meet you during one of our club meetings at [YOUR SCHOOL NAME] to collect the money and thank you for your support. I will follow up with you within two weeks of receiving your donation.

My registration deadline is [DATE]. Please let me know if you'll be able to support my trip by that time.

After [EVENT NAME], I'd be happy to follow up with a report on my experiences. Thank you for supporting me and my Key Club!

Sincerely,

[SIGNATURE]

[NAME]

[ADDRESS]

Sample request letter



April 7, 2014

Dear Happy Hills Kiwanis Club:

My name is Sally Studebaker, and I am a member of the Key Club of Happy Hills High School. I have a great opportunity to attend the 2014 Key Club International convention in Anaheim, California, July 2–6.

At the convention, I will develop my leadership skills in informational workshops, interact with other Key Club members from around the world and share service project ideas. I plan to bring back ideas and resources that my club can use to make our community better.

But I need your help to get there. Before I can attend the 2014 Key Club International Convention, I need to raise enough money to help pay for my registration, lodging, meals and other expenses.

I don't expect you to provide all those funds. Key Club encourages members to contribute one third of the costs themselves before asking their Key Club to fund another third. Then we ask our sponsoring Kiwanis clubs to fund the final third.

In order to attend the convention, I still need \$200. If your club can't give that much, consider a smaller donation. Anything will help!

Please mail your donation check to me at the address below, or, if you'd prefer, I can meet you during one of our club meetings at Happy Hills High School to collect the money and thank you for your support. I will follow up with you within two weeks of receiving your donation.

My registration deadline is May 30. Please let me know if you'll be able to support my trip by that time. After convention, I'll be happy to follow up with a report on my experiences. Thank you for supporting me and my Key Club!

Sincerely,
Sally Studebaker

1234 Hillside Lane
Happy Hills, Indiana 46256

Fundraising guide



Sometimes it's easy to get in a rut and do the same fundraisers over and over. But it's also easy to start something new. To spark your creativity, check out a list of successful fundraisers other Kiwanis-family clubs have done. Team up with your friends or your Key Club to try out one of them, or come up with your own ideas. Designate how much of the project's proceeds you and other fundraiser participants will be able to add to your individual fundraising efforts. Your club will receive the rest.

Once you've decided on a fundraising idea, turn to the **fundraiser planning form** on Page 9 for more tools to keep you organized and on track.

Simple sales

Excellent food fundraisers are about more than just a booth of home-baked goods. Successful events often involve the community. For example, try hosting a chili contest, or ask local restaurants to pitch in for your next bake-off.

Dinner night out: Ask local restaurants to donate a percentage of one day's proceeds to your club. Create and pass out a flyer to students, faculty and neighbors that lists the date, location and some brief information about what your Key Club does. Possible restaurants include popular chains like Noodles and Co., Panera Bread and Buffalo Wild Wings or locally run cafés and burger joints.

Pancake breakfast: Organize a community or school-wide pancake breakfast. It's fun, it's cheap—and it's a great way to involve Kiwanians and other Kiwanis-family members. Want some bonus funds? Create placemats for each customer with ads from local businesses on them. The money from selling ads could help pay for pancake batter and event space.

Funds by the slice: Host a "best cheese" pizza competition. Invite pizza restaurants to provide pizzas, and publicize the event at your school. Attendees pay for each slice they wish to sample and vote on. Announce the top three winners at the end of the night.

Individual ideas

Looking for ideas you can do yourself or with a friend or two? Here are some ways to raise money easily in a small group.

Handy-dandy helpers: Offer to do yard work or odd jobs for family members, neighbors and Kiwanians you trust. Rake, sweep, dust, paint, garden and clean for donations.

Clean-up crew: Talk to your school's athletic office to see if clean-up crews are needed after sporting events. Ask if you and your friends can help clean for donations.

Excellent entertainment

Hosting elaborate fundraisers such as silent auctions and benefit concerts requires a lot of time and work, but big events can bring in big money. The key: organization. Make a schedule and get every member involved.

Key Club's got talent: Recruit friends and acquaintances to perform in a talent show. Charge admission. If possible, invite a well-known act to help draw a larger audience. Ask area businesses to donate prizes and transform the talent show into a competition.

Flowers for grads: Work with a local florist to purchase flowers from a wholesaler. Make your own bouquets and sell them at your school's graduation ceremony. Get more business by handing out order forms to parents two weeks before graduation.

Competitive spirit: Host a sports tournament. Choose a specific sport, date and location. If it's a team sport, advertise for people to register in teams. Ask businesses to sponsor the tournament or donate a grand prize. Sell drinks and snacks during the event.

Parents' night out: Give parents the night off by creating an evening of food, games and fun for their young children. Gather chaperones, set a location and fee, and get ready for face painting, craft-making and storytime.

Fundraiser planning form



Once your club has decided on a project, fill out this project planning form. Make sure to fill it out at least two weeks before your fundraiser so the planning committee has enough time to coordinate project details.

Basic information

Committee responsible for project:

Title of project and brief description:

Purpose of project:

Date/time of project:

Location of project:

List resources needed for project (people, money, expertise, etc.):

Publicity checklist

Specify the tasks that need to be accomplished, the member responsible for each task and the task's deadline.

Flyers, table tents

Person in charge:

Deadline:

Newspaper ads

Person in charge:

Deadline:

Posters

Person in charge:

Deadline:

Brochures

Person in charge:

Deadline:

Banners

Person in charge:

Deadline:

Radio announcements

Person in charge:

Deadline:

Press releases

Person in charge:

Deadline:

Photographer

Person in charge:

Deadline:

Open letter to faculty, students, administration, community groups

Person in charge:

Deadline:

Blackboard chalking

Person in charge:

Deadline:

Wall display

Person in charge:

Deadline:

Other (fill in)

Person in charge:

Deadline:

PROJECT BUDGET WORKSHEET

Income

_____ Fundraising money
_____ Allocation from club budget
_____ Co-sponsorship income
_____ Food or clothing sales
_____ Other
_____ **Total income**

Expenses

_____ Program materials
_____ Presenter's fee
_____ Publicity
_____ Travel
_____ Postage
_____ Housing
_____ Food
_____ Rentals
_____ Awards, certificates
_____ Other
_____ **Total expenses**

INCOME – EXPENSES = NET PROFIT or NET LOSS

_____ **Net profit or loss**

Sample thank-you letter



April 7, 2012

Dear Happy Hills Kiwanis Club,

Thanks to your support, I was able to attend the 2012 Key Club International convention in Orlando, Florida, July 4–8. It was a fantastic experience I'll never forget!

I had the opportunity to develop my leadership skills, meet other service-minded students and get motivation to do more for the world around me. Some of my favorite moments were dancing to raise money for The Eliminate Project, meeting Key Club members from Hawaii to Jamaica and learning more about March of Dimes and Children's Miracle Network Hospitals. And I was extremely inspired by Ethan Zohn, former winner of the reality TV show "Survivor," who was this year's motivational speaker.

None of this would have been possible without your generosity. Thank you again for your help.

I would love to speak at one of your club meetings about my experience at international convention. I look forward to hearing from you—and hopefully working together with you on service projects in the future.

Sincerely,

Sally Studebaker

1234 Hillside Lane
Happy Hills, Indiana 46256