



International Partners

Empowering People on the Front Lines of Poverty

FUNDRAISING LETTER WRITING CHECK LIST

- Compile list of names and addresses (50 – 100) Include friends, family friends, neighbors, parents’ work colleagues, teachers, coaches, scout leaders, etc.
Consider using a database (Excel) spread sheet so you can do a mail merge to produce letters, thank yous, and envelopes (see sample at the bottom of the page for the fields for a spreadsheet)
- Buy stamps (enough for the solicitation letters, return self-addressed, stamped envelope, and thank you letters)
- Buy envelopes (large and small sizes) and paper
- Write the copy for the letter (complete 2-3 mths before trip) (see sample letter)
- Print or photocopy the letters
- Address the envelopes, stuff, and seal
- Put letters in the mail (NO LATER THAN 2 months before trip)
- Consider buying a scrapbook or place to save letters and responses to your request
- Write and mail thank you letters
- Before turning in checks to the International Partners office
 - put your name and delegation (e.g., “summer delegation” or name of group on the memo line of each check
 - note each check onto the FUNDRAISING CHECK LOG below
 - make and keep copies of all logs turned in to the International Partners office so you have a record of your account
 - for any checks that are written to you - endorse the check, and below the endorsement write: “pay to the order of International Partners”
 - checks will only be accepted when accompanied with a completed Fundraising Check Log
 - Turn in checks at Training Sessions or mail them to Trip Coordinator, International Partners, 1320 Fenwick Lane, Suite 400 20910.
- Upon your return send a follow-up letter w/ photos describing your experience.

Sample Letter Writing Log (with fields for setting up a database in Excel to generate a mail merge and to track results of mailing)

First name(s)	Last name	Street address	City	State	Zip	Letter sent	Amount rec'd	Thank you sent	Follow-up sent	Total \$ (database will calculate total)
Joe & Sue	Smith	1 Main St.	Anytown	MD	00000	3/20	50.00	4/15	9/12	