

Fundraising Steps

1. **Figure out what your trip will cost** — you will need to raise money for your airfare, service fee, and any other donations or special activities you want to do. Create a budget to give yourself a target and help you set goals. Many delegates raise much more than the required service fee and those donations are used directly for projects. A thoughtful, professional budget can be shared with potential business and organizational sponsors. Be sure to show what percentage of the costs you are contributing (e.g. job, babysitting, mowing lawns, or other activities). Knowing what you are doing may help inspire contributions and matching donations.
2. **Start early** — Give yourself plenty of time to find individuals and other potential sponsors, as well as to arrange benefit parties or special events.
3. **Make a list of potential funders** — Make a list of 100 people and organizations who might help: parents, teachers, grandparents, relatives, family friends, teachers, coaches, mentors, co-workers, members of clubs and organizations that you are part of — you'll be amazed at how long the list becomes. Use any list that can help you: membership lists of clubs, your family's holiday list, etc. Think about businesses, such as restaurants and shops... especially those that you patronize regularly... they sometimes are happy to sponsor such activities.
4. **List fundraising activities that you want to try** — using multiple strategies can help you reach your goals faster. By combining the donations you receive from different activities (for example, \$500 from a letter writing campaign, \$100 from a car wash, \$250 from local business sponsorships, and \$200 from a house party), you can often come up with the funds you need more quickly than you think. Find out about how to do each fundraising activity by scrolling down or clicking on the above links
5. **Make a plan** — write down the steps that are needed to do each activity. Use the information in the Implementation Steps for Fundraising Ideas section of delegate training to help you get started. Establish target dates and create a timeline. Decide what you are going to do each week so that you can pace yourself. For example, you may decide to approach 2 or 3 businesses a week until you have five business or organizational sponsors.
6. **Create fundraising materials** — Write a clear, simple description of what you want to do that can serve as the basis of your letter writing campaign and other requests. Give potential donors an idea about what you will be doing and how you will be helping. Explain the benefits for the community you will be going to, what you expect to gain and any potential advantages to the donor (e.g. donations are tax-deductible). You can also create flyers, download pictures, and make posters. Pictures often say more than words and can inspire people to help you.
7. **Stay organized** — Keep a log of donations so that you know how far you have to go and have a record. Have donors make their contribution directly to International Partners so that they can receive a tax deduction for their contribution. Keep a copy for yourself and send one copy to International Partners so that we can make sure you get proper credit for all donations made in your name.

8. **Follow up** — your donors will want to know what your experience was like and what your team did. Write a thank-you letter as soon as someone donates. After you come home you can let people know about your experience in many ways:
- Create a power-point with pictures about your experience
 - Make presentations to groups that have helped you (e.g., churches, synagogue, or mosques; service clubs, etc.)
 - Write a newsletter article or make a video about your experience
 - Write a letter thanking individuals who have contributed and send them one or two pictures that illustrate your experience
 - Call close friends and family members when you get back to tell them about your trip
 - Invite donors to a gathering at your home to share pictures and tell stories