

Participant's Guide to Raising Funds

If you want to participate in this year's conference, it will be necessary to raise the funds for your food and accommodation at the hotel (\$475) and your travel. You can ask your student council, local businesses or service clubs, and you'll get results if you know what you want and how to ask for it. Here are some tips.

Get ready:

- First get a supply of white envelopes with your name, address and your phone number on them. Photocopy the Sponsor Brochure and letters enclosed in your package so you will have copies to give to possible sponsors.
- Use the *Who to Ask* section to make up a list of possible clubs, businesses, individuals, etc. in your community whom you might ask for donations. List the organization's name, address, person to contact and phone number.



Make a call:

- Call each possible donor.
- Introduce yourself. Use the *Telephone Script* to help you with what to say.
- Set up a meeting.
- Or ask if you can send a letter and call again.
- Confirm the date, time and place of your meeting. Write the information down on a list with the donor's name.

Send a thank you letter:

- Fill in a copy of the *Thank You Letter* and attach a copy of the Sponsor Brochure. Make sure you have included your name, address and phone number so the donor can contact you if interested.
- If you have a meeting set up, bring the Brochure with you to give to your donor in person. If not, put it in the mail with the letter.

Make it happen at the meeting:

- Excite and involve them.
- Ask what their concerns are about youth.
- Share your concerns and your commitment.
- Describe The Students Commission and/or Youth Centres Canada and the conference.
- Give the person time to talk and ask questions.
- Describe your fundraising efforts.
- Ask the person to consider giving a donation of money.
- Let them know what the donation will enable you to do.
- Bring a sponsor form with you and fill one in for them. Keep a copy for yourself.
- If the donor has not reached a decision (and this is often the case), suggest a date and time for another meeting or follow-up phone call.
- Thank the person for their time.



Send a thank you letter:

- Use the *Thank You Letter* in your package.

Follow-up:

- Go back again, call, etc. until you get your cheque or a no.

Who to Ask

First Ask people around your school for a donation:

- Student Council
- Student Clubs
- Department Heads
- Principal
- School Board
- Teachers' Associations

Take a look at business organizations:

- The Youth Arm of your Chamber of Commerce (Chambers usually have a list of businesses in your area)
- Utilities like phone, gas, and water companies
- Retailers
- Banks
- Manufacturing Associations
- Builders Associations
- Main industry in your town (mill, mine)
- Labour Association (APSEU, CAW)
- Others (flip through your telephone book)

Take a look at political organizations:

- Federal Member of Parliament
- Provincial Member of Parliament
- Mayor
- City/Town Council
- Municipal Employees (usually have employee funds for community service)
- Political Parties
- Youth Wing of Political Parties

Then go to ethnocultural groups:

- Native Friendship Centres
- Polish Canadian Club
- Italian Canadian Club
- Ukrainian Canadian Club
- Others

Then check the sign on the way into your community for a list of service organizations (pay particular attention to those focusing on youth):

- Optimist Club
- Rotary Club
- Kinsmen
- Jaycees/Jaycettes
- Lions Club
- Quota Club
- Chamber of Commerce
- Business & Professional Women's Club
- University/College Women's Club
- YM/YWCA
- Service clubs serving "disadvantaged youth"
- Others (ask your library or local information centre for a list of organizations)
- * Mental Health
- * March of Dimes
- * CAS
- * Community Addictions-Assessment and Treatment
- * Public Health Unit
- * Community Health Centers
- * Police Association
- * Firefighters Association
- * Knights of Columbus
- * Kiwanis
- * Elks, Masons, Foresters
- * Rural Women's Institute
- * Rebecca + Oddfellows

Take a look at church organizations:

- Churches are listed in the yellow pages of your phone book
- Many churches have special youth groups and are supportive of anything involving youth empowerment

Go to agricultural associations:

- Federation of Agriculture
- Pork Producers
- Beef Producers
- Dairy Farmers
- Egg/Poultry Producers
- Grape Growers
- Others

Last but not least -- Go to your media

- Newspaper Publisher (usually listed on the editorial page)
- Radio Station Manager or General Manager
- Cable Television Station Manager
- Television News Producer

Telephone Script

- Hello. My name is _____ .
- Is this a good time to talk with you about a project that I need some help with?
- If not, when could I call you back?
- I have been accepted to attend a National Youth Conference in Ottawa, representing youth from our city/area.
- At this conference, I will be joining over 400 other young people from across Canada. We're going to discuss current issues in Canada and plan community projects to do when we return home.
- I will be trained at the conference on how to make my ideas happen. When I come home, I'll be trying to get other youth and adults involved in improving our community.
- I would like your help in raising the \$475 it costs for me to attend the conference, and my travel expenses of _____.
- Would you contribute some money, perhaps \$200? I would be happy to meet with you to talk about the conference and my plans, or to mail you a brochure. Which would you prefer?
- Thank you for your interest and time.
- With your support, the youth of this country can get involved in our communities and start making a difference for the future.

For help or assistance, call The Students Commission at (416) 597-8297 or Youth Centres Canada (613) 269-2436

Sponsor Forms



Please detach this page and have your Sponsor fill out a form.
Cheques should be payable to the youth centre in your community:

Youth Centres Canada
 P.O. Box 729
 Merrickville, Ontario K0G 1N0
 Telephone: (613) 269-2436
 Fax: (613) 269-4118
 Email: josy@typs.com
 Registered Charity Number:
 85737 2007RR0001

The Students Commission
 23 Isabella Street
 Toronto, Ontario M4Y 1M7
 Telephone: (416) 597-8297
 Fax: (416) 597-0661
 Email: tgmag@tgmag.ca
 Registered Charity Number:
 886333947 RR001

Yes, I want to become a sponsor of the conference hosted by The Students Commission and Youth Centres Canada.

Ms. Mr. Name of Sponsor: _____

Name of sponsoring organization: _____

Address of Sponsor: _____

City: _____ Province or Territory: _____ Postal Code: _____

Phone Number of Sponsor: _____ Fax of Sponsor: _____

Email Address of Sponsor: _____

I AM SPONSORING:

Participant s Name: _____

Amount Donated: _____

Yes, I want to become a sponsor of the conference hosted by The Students Commission and Youth Centres Canada.

Ms. Mr. Name of Sponsor: _____

Name of sponsoring organization: _____

Address of Sponsor: _____

City: _____ Province or Territory: _____ Postal Code: _____

Phone Number of Sponsor: _____ Fax of Sponsor: _____

Email Address of Sponsor: _____

I AM SPONSORING:

Participant s Name: _____

Amount Donated: _____

Additional Sponsor Forms are available on the reverse of this page.

Please detach and send with payment

Yes, I want to become a sponsor of the conference hosted by The Students Commission and Youth Centres Canada.

Ms. Mr. Name of Sponsor: _____

Name of sponsoring organization: _____

Address of Sponsor: _____

City: _____ Province or Territory: _____ Postal Code: _____

Phone Number of Sponsor: _____ Fax of Sponsor: _____

Email Address of Sponsor: _____

I AM SPONSORING:

Participant s Name: _____

Amount Donated: _____

Yes, I want to become a sponsor of the conference hosted by The Students Commission and Youth Centres Canada.

Ms. Mr. Name of Sponsor: _____

Name of sponsoring organization: _____

Address of Sponsor: _____

City: _____ Province or Territory: _____ Postal Code: _____

Phone Number of Sponsor: _____ Fax of Sponsor: _____

Email Address of Sponsor: _____

I AM SPONSORING:

Participant s Name: _____

Amount Donated: _____

Yes, I want to become a sponsor of the conference hosted by The Students Commission and Youth Centres Canada.

Ms. Mr. Name of Sponsor: _____

Name of sponsoring organization: _____

Address of Sponsor: _____

City: _____ Province or Territory: _____ Postal Code: _____

Phone Number of Sponsor: _____ Fax of Sponsor: _____

Email Address of Sponsor: _____

I AM SPONSORING:

Participant s Name: _____

Amount Donated: _____