

A vibrant collage of photographs depicting various scenes of service and community. It includes children in school uniforms waving, a man and children smiling together, a woman working with a child, a group of people in a classroom, a woman playing a drum, a group of people sitting on the ground, a woman holding a child, a man and woman holding lion cubs, and a group of children holding a banner. The text is overlaid on the central part of the collage.

Young Adult Service Trip Fundraising Manual

Spirituality and Service Program
Office of Youth and Young Adult Ministries

Unitarian Universalist Association



Dear UU Young Adults,

I am extremely excited that you are interested in going on a service trip! I respect and honor your decision to take a leap of faith with the hope of serving your fellow human, discovering a new piece of yourself, and finding a deeper connection to the world around you. I wholeheartedly support your journey.

Unfortunately, even when you're volunteering, traveling the world comes with a price tag. That's simply the reality of the situation, but don't let this discourage you from pursuing such a wonderful experience. Many young adults just like you have found creative ways of raising money to fund their service trips. All it takes is some brainstorming, an organized plan of action, and a helpful guide such as this.

Fundraising is an effective method of showing your passion and commitment to yourself, your trip, and the cause for which you are serving. Through fundraising you will learn priceless lessons that will translate into great success not only on your trip, but in life, as well. This is not only an opportunity to enhance your interpersonal communication skills, but it is also an exercise in professional development. Fundraising is an invaluable skill to have in any professional field. Be open to the process and stay committed to your goals.

On the following pages you will find helpful tips and suggestions on how to effectively use your available resources to raise the money you need. This guide is meant to serve as an aid while you fundraise, not as a strict set of rules.

I hope you find this guide helpful, and please, if you have any questions, feel free to contact me at youngadultservice@uua.org or at (617) 948-4645.

Best Wishes!

Erik Mohn
Spirituality and Service Consultant

Table of Contents

- Introduction4**
- Preparing for Your Trip5**
 - Understand Your Expenses5
 - Identify Your Social Resources6
 - Create a Plan of Action.....7
- Fundraising Strategies8**
 - Understand Your Purpose.....8
 - The Mindset of Fundraising.....9
 - Why Do People Donate?.....9
 - How Much Money to Ask For.....10
 - How Will People Donate?11
- Tools and Tactics12**
 - Write a Letter.....12
 - Use Facebook as a Fundraising Tool13
 - Give a Presentation13
 - Business Sponsorships15
 - Make Business Cards/Flyers.....16
 - Host an Event.....16
 - Offer Services.....17
- Three Important Tips.....18**
 - Stay Organized18
 - Follow Up.....18
 - Give Thanks18
- APPENDIX: Helpful Resources20**
 - Budget Planner.....20
 - Sample Letter.....21

Introduction

The Unitarian Universalist Association's Young Adult Spirituality and Service program is dedicated to supporting Unitarian Universalist young adults as they explore their religious identity through service. The Spirituality and Service program, housed in the Office of Youth and Young Adult Ministries, provides young adults with a multitude of resources to enable them to engage in transformational service work that expresses fundamental UU values of justice, equity and compassion. Through service, young adults will be able to make meaningful changes in their communities and enhance their personal spiritual identity and formation. Spirituality and service work hand in hand, and the UUA is committed to developing leaders and spiritual activists who can extend UU values to the broader world community.

The Young Adult Fundraising Guide is just one of many resources created to make service opportunities more accessible to young adults. Within this guide readers will find a wide range of fundraising strategies and helpful suggestions to help reach any financial goal. In addition, this guide can be used to fundraise for other UU activities in which you might be involved, such as General Assembly, leadership conferences or activism trainings. The goal of this guide is to increase young adult participation in all aspects of our faith movement.



*For more information, visit the UUA's
Spirituality and Service Program*

@

www.uua.org/youngadultservice

Preparing for Your Trip

Goal: To thoroughly understand all of your expenses, set a fundraising goal, identify personal networks and develop a plan of action.

Understand Your Expenses

When planning a trip in or outside of the United States, it is essential to understand all of your expenses and to budget accordingly. The earlier you identify the costs of travel, the easier it will be to create a plan of action and effectively raise the necessary amount of money.

1. Cost of Program

First and foremost, it is crucial that you understand exactly what you are paying for. Typically, service organizations outline what their program fees cover i.e. food, lodging, on site staffing, recreational activities, travel insurance, transportation to and from the airport, minimal administration expenses, etc. Be very clear on what the program fees cover and what they do not cover (note they usually do not include airfare).

2. Cost of Airfare

Pick your travel dates to and from your destination. Look at various airlines to get an accurate cost of your plane ticket. Remember that it is always good to book tickets well in advance, since costs generally go up as you get closer to your travel date.

3. Cost of Vaccinations/Prescriptions

Consult with the organization and your doctor to figure out which vaccinations/prescriptions you need in order to travel to your specific country. Calculate the costs of the vaccinations/prescriptions as well as the cost of the doctor's appointment, keeping in mind that health insurance often covers some or all of these costs.

4. Cost of Visa and/or Passport

Calculate the cost of a visa application to your specific country. If you need a passport, include the cost of passport application.

5. Cost of Preparation

You may need to purchase specific items for your trip to have a more comfortable stay (e.g. hiking boots, bug spray, mosquito net, etc.).

6. Costs in Country

It is vital that you travel with a safety fund. You are traveling and living in a different country, and unexpected situations will occur. Consult with the organization with whom you will be working to figure out an accurate estimate of the miscellaneous costs associated with travel. Write down the total cost.

Once you believe that you have identified and understand all the expenses associated with your trip, add up the total costs from each section to arrive at your sum total.

Taking your sum total, subtract the amount you are able to contribute yourself from working, personal savings, etc., or through family contributions, and the remainder will be the amount you would like to earn from fundraising. Be realistic!

Now that you have a fundraising target, you are ready to create a plan of action.

Identify Your Social Resources

It is critical for fundraising success to identify all of the networks you belong to and the social resources you have, so that you can access these groups with your fundraising plan. Many young adults don't realize how valuable their social resources are, or how extensive their existing personal connections can be. However, adults want to help you on your life journey in general, and they will want to help you specifically with your service trip if you have a strong message. Here are a few places to start compiling your social resources:

Family

Start at home. Make a list of all your family members/family friends and their contact information.

Friends

Make a list of all your friends and their contact information.

Social Networks

Make a list of all the social networks you belong to. These may include Facebook, Twitter, Tumblr, LinkedIn or Google +.

Present Acquaintances

Make a list of all the people you consistently interact with on a routine basis. This can include:

- Employer
- Classmates/professors
- Gym/yoga studio
- Barbershop/salon
- Local Bank
- Doctor
- Dentist
- Sorority/fraternity
- Church community
- Local charitable organizations/service clubs (Rotary, Kiwanis, etc.)

- Local businesses (restaurants, shops, grocery stores, etc.)

Past Acquaintances

Make a list of all the people with whom you used to have consistent interactions:

- High school teachers
- Team coaches
- Mentors
- Past employers
- Professors
- Community leaders
- Youth group advisor or other church leaders and staff

Create a Plan of Action

With a clear budget and a great list of social networks and contacts, you can begin to develop your plan of action. Creating an organized and realistic plan of action is the key to effective fundraising. Here are a few helpful tips:

1. **Be prepared.** Before you begin asking people for money you want to make sure you have covered all of the bases. You may want to write down all of the fundraising techniques you will use, such as writing a letter, creating a Facebook page or hosting an event, and begin developing a timeline for when you will have each one accomplished. Being prepared is essential to executing an effective fundraising campaign.
2. **Give yourself time.** Be sure to give yourself a realistic amount of time to raise the money. You will probably be involved with other activities while you are fundraising (school, work, etc.) so you will need to manage your time around these obligations.
3. **Create a schedule.** In the time that you have given yourself to raise the money, whether it is three weeks, three months or a year, create a schedule. Focus on the tasks you would like to accomplish (i.e. writing letters, sending letters, giving presentations, etc.) and when you would like to accomplish them. As long as you are working diligently, the donations will come.
4. **Consistency.** Consistency is the key to success. Devote a certain amount of time each week to fundraising. This could mean sending out letters, making calls, giving presentations, etc.

Fundraising Strategies

Goal: To understand your personal mission and how to effectively communicate this mission to others.

Understand Your Purpose

Know thyself. It is important to know what you are doing and why you are doing it. The stronger your “why,” the stronger your message. Be honest and open with people about why you are going on this trip! This is how you are going to get them interested in supporting you.

It is essential that you understand your purpose and effectively communicate that purpose to others around you. People are going to ask you questions such as:

- Why are you going on a service trip?
- Why did you choose that particular organization?
- Why did you choose that particular country?
- Why did you choose that particular project?
- Why do you want to go for that long?
- What do you hope to gain from such a trip?
- Why are you choosing to do a trip like this now?
- Why didn't you choose this country/organization/project?

The key is to thoroughly understand your personal “why,” so that you are prepared to answer any question at anytime. **People want to donate to a cause or to someone who is on a meaningful journey.** It is your responsibility to clearly convey your personal mission to any individual with whom you speak. They may not personally donate to your trip, but your story might inspire them to find someone who will. Be prepared and ready to speak at all times! Clarifying your purpose and communicating it to others will enrich your entire service experience. Use this as an opportunity for personal development and spiritual growth.

Questions to think about:

- How is this trip a continuation of your personal journey?
- How does the service work you will be doing connect to past life experiences or future goals?
- How do you hope to grow from this trip?
- How do you feel you will be able to make a positive impact through your work on this trip?

The Mindset of Fundraising

To be a successful fundraiser you have to understand that, yes, fundraising is about the money, but it is also about telling a compelling story and inspiring others to join that story. You use your story to build and strengthen relationships with people in your networks so that they feel connected with you and want to help you.

Everybody's approach to fundraising will be different. Nonetheless, fundraising is a journey that will prepare you for a more rewarding and fulfilling service trip. Make it fun! Make it creative! Make it meaningful! Use it as a tool for creative expression, as it is an opportunity to get out in your community and tell a story. Through your actions you will inspire others to believe in a great cause. Fundraising will lay the foundation for your trip and will ground you in your personal mission.

Tip: When communicating your story to others, be sure to frame your message in a positive way. You do not want to "guilt" people into giving you money, because no one can save the world alone or with a single gift. You want to inspire people to contribute to a greater cause of which they can feel a part.

Negative: "The street children of New Delhi live in horrific conditions that neither you, nor I, could ever comprehend. Many of them are near death, due to malnutrition and lack of health care, and have lost hope. It is our duty to save these children..."

Positive: "I am going to New Delhi to work with Rising Stars, a local NGO that works to help street children overcome the obstacles they face in their lives. I will engage in many forms of service during my stay, one of which will be working closely with children on their reading and writing abilities so they can enroll in school and seek out greater opportunity. This is a great passion of mine, as I am studying Early Childhood Development at Hampshire College. I hope to make a great difference in these children's lives and I believe it will be enlightening experience for me, as well."

Why Do People Donate?

People donate:

- To people with whom they have a relationship.
- To causes to which they have a personal connection.
- Because it will benefit them.

This means that you will have to:

1. Build a personal connection with whomever you are speaking. Before diving into your story and requesting donations, do your best to learn about each individual on a personal level. Find some common ground and allow your story to unfold organically.
2. Relate elements of your story to what you have learned about them. Build logical connections.
3. The majority of people want to contribute to the betterment of their community through groups like schools, churches and service organizations. Share your thoughts on how you will bring what you have learned back to the community.

How Much Money to Ask For

Asking for money is hard! It can feel rude, intrusive or taboo at first, but it gets easier the more you do it. Just remember that you have a great story to tell and people will be excited to hear it. It is also helpful to structure your asks for money so that your friends and supportive adults clearly understand what you are asking and what they can do.

When asking people for donations, you want to allow people the freedom to make their own choice, but you also want to give them guidance. Ask for an amount that makes sense in context – for example, “If just 10 more people donate \$100, I will be able to pay the full cost of my trip. Can you support me at this level?” Don’t be afraid to ask for support; if a potential donor balks at the amount you suggest, you can simply reassure them that a donation of any amount would be greatly appreciated.

Example: \$1,000 Trip

Option #1

Donating \$100 or even \$50 will go a long way in making this trip possible.

Option #2

Provide a range of donation options in specific dollar amounts:

\$25	\$250
\$50	\$500
\$100	\$1,000

Option #3

Provide a range of donation options based on length of service or other trip milestone (e.g. \$150 to cover the cost of one day of service, \$100 to cover \$10 for each day of service). The amounts will be different for each individual, as trip lengths vary.

How Will People Donate?

First, contact the organization with whom you will be working and ask them if they can receive and track donations on your behalf. If so, this is an excellent opportunity, as the responsibility of managing the money will be handled by professionals.

If the organization cannot receive donations on your behalf then you have a couple different options:

- You can have people send you checks personally. This will require a lot of money management and organization on your part, so make sure you are willing to accept this responsibility. In addition, if people send donations directly to you, it will not be tax-deductible.
- For a small fee you can set up an online donation site. Examples include:
 - <http://www.fundraising.myevent.com>
 - www.justgive.org (Click on “Non Profit Resources,” Click “Collect Donations Online,” Click “Getting Started.”)
 - <http://www.gofundme.com>

Tools and Tactics

Goal: To understand the various tools and resources available so that you can create a successful and multifaceted fundraising plan.

Write a Letter

Writing a letter to people you have identified as part of your social network is one of the most traditional and effective forms of fundraising and a great place to start. Despite today's digital culture, it is still a very effective way of telling your story and asking people to contribute to your mission because it demonstrates that your approach is serious and professional. Even if you do not actually use this letter, writing it will serve you well. First, it will help you to formulate a clear and concise message. Second, it will prepare you to communicate your message to others. I will also uncover any unanswered questions that need to be addressed and lay the foundation for your fundraising strategy.

When writing a letter, keep these four ideas in mind:

1. **KISS: Keep It Short and Sweet.** Try to keep your letter to one page.
2. **Provide details.** This is where defining your purpose and answering the "Why?" questions will come into play. You will want to provide your reader's with enough information so that they know exactly where you're going, with whom you will be working, what you will be doing, and why. Be as clear and concise as possible without losing the emotion of your message. Put yourself in the shoes of the reader. What would you like/need to know in order to donate your own money to someone?
3. **Name the benefits.** You want to implicitly convey how donors will benefit from providing financial assistance. Simply state how you hope to use this experience to make a difference in the community in which you are volunteering, as well as how you will improve your community at home.
4. **Give clear instructions on how they should donate.** Make this process simple. You want to make it as easy as possible for people to give you money. People also want to feel confident that the money is going to you. Provide a date as the donation deadline. Make sure this date is set at least a week before you have to provide payment for program fees or airfare.

Tips:

- Personalize letter with first name of recipient.
- Use stationery, if possible.
- Provide your address and primary contact information.
- Enclose envelope and stamps, in case they decide to send you a check.

Use Facebook as a Fundraising Tool

Everyone is on Facebook these days, so why not use it your advantage as your fundraiser for your trip?

Create a Facebook Page (or Group or Event)

Creating a Facebook page is a great way to meet a portion of your audience where they spend the majority of their time while keeping them consistently updated with important information. Most people today have a Facebook account, and creating a page is a simple and effective method to communicate with them. In addition, creating a page allows others people you may not know to learn of your service trip by simply clicking on your profile page. It is important, when fundraising, to understand where people already spend their time and to use these locations to share your story.

HOW TO CREATE A FACEBOOK PAGE (Subject to change):

1. Go to www.facebook.com/causes.
2. Click "Create a Page" in the right hand corner.
3. Scroll down. In the bottom right hand corner click on "Cause or Community."
4. Type in a name for your "Cause." (Example: Help Me Serve the Children of New Life Orphanage!)
5. Create your page. You will want to provide the same information that is in your letter on your page.
6. Send the link to all of your friends on Facebook.

Write a Facebook Note

Writing a Facebook Note, just like creating a Facebook Page, is an excellent and effective way of reaching out to people. You could even copy and paste the letter you have already written into the body section of the note.

HOW TO WRITE A FACEBOOK NOTE (Subject to change):

1. Go to your Facebook profile.
2. Beneath your profile click on "Notes."
3. Click "Write a Note."
4. Give the note a title.
5. Copy and paste your letter into the section entitled, "Body."
6. Tag your friends.
7. Add a photo of yourself.
8. Make it public.
9. Publish your note.

Give a Presentation

Giving a presentation is a great way of personally connecting with a larger number of people in your community and sharing your passion and dream for your service trip. Developing a presentation shows a level of dedication that is not necessarily found in writing a letter, creating a Facebook page or writing a Facebook note. When you give a presentation you can educate others while also interacting with them on a very human level. While they listen to you speak they will be able to imagine you doing the work, which is very powerful. It is also a great idea to promise a follow-up presentation after you have returned from your trip to share your experiences and lessons learned. This is a great service to your community.

Materials for your presentation:

- Laptop. You may want to show your audience the website of the organization with whom you will be working (if you or your family doesn't own one, your church or a family friend may have one you can borrow).
- Your letter.
- Handouts and brochures with essential information.
- Any photos or videos related to your trip.
- Any books, articles or essays you have been reading on your country or area of service.

WHERE TO GIVE PRESENTATIONS:

Your Local Congregation

Giving a presentation at your church is a great opportunity to raise awareness about your project and money for your trip. If you present at the church in which you grew up, the congregation members have watched you grow from a youth into a young adult. They have already invested in your growth and will want to contribute to your continued success. However, this does not mean that you should completely rely on them to cover the cost of your entire trip.

Tips for Fundraising at Your Church

1. Start by contacting your minister and explaining your trip. Your minister should be able to point you in the right direction and tell you who next to contact. Connecting with the church's Social Action Committee is also another option.
2. Ask permission to speak during a service (3-5 minutes.)
3. Ask if they will mention your service trip during Sunday services.
4. Ask if you can host/co-host a fundraising event at the church.
5. Ask if you can write a blurb to highlight your service trip in the newsletter, bulletin, or website.
6. Ask whether you can have a table during coffee hour, with more information on your trip and how to support you.

Note: Speak to a leader in the church about the most effective way to ask for donations. It is important to coordinate with these leaders to ensure that your requests do not conflict with other church programs and that you promote your program in a way that is respectful of all church policies.

Local Service Organizations

Giving a brief presentation at your local service organization is a great idea for raising money. Examples of service organizations include the Rotary Club and Kiwanis Club. These organizations are very familiar with service work and have a long history of supporting individuals interested in serving the local and global community.

Tips for presenting at a local service organization:

- Call beforehand to introduce yourself and explain your goals. (Start with the organizations at which you have a personal contact.)
- Schedule a time to give a presentation.
- Ask how long your presentation should be and be sure to stick to that time frame!
- Ask if you can request direct donations from individuals after your presentation.
- Try to get an estimate of how many people usually attend their meetings.
- Prepare and practice your presentation beforehand. Ask a friend to listen to your presentation in advance and offer you some constructive feedback.

Local High School or College

Giving a presentation at your local high school or college is also a great avenue for fundraising. It not only gives you an opportunity to directly connect with individuals in your age cohort and ask for support, but it also gives you the chance to educate and inspire others to pursue their own passion for service work. It is often helpful to connect with a teacher with whom you have a relationship and organize a presentation in that person's classroom. In a college setting, you might also want to investigate other clubs, such a social justice club or young adult service organization, which would be interested in working with you on presenting to a wider audience.

Following Up After the Presentation

After you have presented, you will want some way to follow up with those who listened to you speak. Before your presentation, pass around a form where people who are interested in making a contribution can provide their name and primary contact information. Follow up with each individual on the contact list within a week of giving your presentation.

Business Sponsorships

Another method of obtaining financial support is through business sponsorships. Most local small businesses want to be viewed as socially responsible community members. This is a unique opportunity for you to explore the possibility of building a relationship with a small business that will be enriching for both of you. You will need to develop a mutually beneficial

agreement with your chosen sponsor that meets everyone's goals. Explore ideas with them, but don't be afraid to pay attention to your bottom line.

Make Business Cards/Flyers

If you meet someone on the street and speak to them about your trip, you are going to need to give them a way to contact you. Providing them with a business card or small flyer is an easy and effective way of handing out your contact information. In addition, it makes you look very official.

Information to include on a on business card or flyer:

- First and last name
- Primary contact information (phone number and email address)
- Name and URL of organization
- Type of project
- Links to blog or Facebook page
- Picture(s)

Handing out your business card/ or flyer not only gives people a way of contacting you but it also reminds them of why they are contacting you, gives them the opportunity to do their own research and allows them to pass your contact information on to others who may be interested in contributing.

Host an Event

Hosting an event is a fun and effective way of raising money for your trip. There are an infinite number of options, of types of events to host. Just make sure that your expenses for hosting the event do not exceed your expected income; that would defeat the purpose. It is also a great idea to consider co-hosting an event with your local church, service organization, or social group and splitting the profits. If you choose not to co-host an event, then you will want to put together a trusted team of individuals to help you plan and organize your event.

Steps for Event Fundraising:

1. Set a fundraising goal.
2. Choose your audience and an event that best suits your audience.
3. Decide how many people to invite.
4. Decide how you would like to raise money (e.g. ticket sales, suggested donations, etc.)
5. Calculate expenses.
6. Give yourself and your team enough time to effectively plan the event.
7. Delegate responsibilities to team members.
8. Have fun!

Ideas for events:

- Host a meal/potluck
- Host a bake sale
- Host a yard/craft sale
- Host a talent show
- Host an art party
- Host a scavenger hunt
- Host a movie night
- Host a concert

Offer Services

Getting a flexible job on the side is also an option for fundraising. Many people are willing to pay someone to work on tasks that they themselves cannot do or do not have the time to accomplish. It can be as simple as discovering a need in your neighborhood/community and finding the person who will pay you to fulfill that need.

Ideas for services you can provide to earn money:

Neighborhood Jobs

- Dog walking
- Babysitting
- Yard work
- House maintenance
- Elderly care
- Essay Writing
- Tutoring
- Graphic/Web design
- Photography

Organizational Jobs

- Caddying
- Foreign language instructor
- Case study or focus group participant
- Blood or bone marrow donor
- Blood Donor

Three Important Tips

These three things are – you guessed it – absolutely crucial for your success. They will make or break your fundraising plan. Young adults are not always expected to excel in these areas, so prove the naysayers wrong!

Stay Organized

Staying organized is absolutely essential while fundraising, or you will lose track of where you are, who you have contacted, and what you did with the last check you received.

Here are some tips on how to stay organized:

- Make a list of all the people you plan to contact.
- Organize this list by groups, such as family, friends, colleagues, present acquaintances and past acquaintances.
- **Make a note every time you speak to an individual. Write down the date and what was said. This makes it easier to follow up the next time you make contact with them.**
- Keep a list of important dates or mark them on your calendar. Examples include: program and payment deadlines, dates of travel, deadline for fundraising, dates of presentations, etc.
- Keep a list of all the people who have donated to your trip and how much they donated. Maintain this list as you go; it will make life a lot easier when you have to write thank you notes.

Follow Up

Always, always follow up! If you call or email an individual, and they do not respond, give them 3-5 days to respond, and then try again. People are busy and may not get back to you right away. However, it is your job to be persistent, not pushy, but politely persistent. Simply call or email them back and politely remind them of why you are calling. Most people will appreciate a follow up call. It also shows your dedication and commitment to what you're doing. However, if and when people say, "No," respect their decision and thank them for taking the time to speak with you.

Give Thanks

If you have done your job well by using a compelling story to build relationships with supportive adults, sending a thank you note is how you extend and solidify that connection. More than just the *quid pro quo* you may remember from birthdays and holiday presents, fundraising thank

your notes go beyond an acknowledgement of a financial gift to a physical demonstration of a meaningful relationship. Skip them at your peril!

If you are not used to writing thank you notes, here are some pointers:

- Whenever you are talking with people about your trip or giving a presentation, thank everyone for their time and attention and ask them to consider a donation.
- When you receive a donation, send the individual donor a hand written “Thank You” card. You can either send thank you cards as you receive donations or send them all at once after your trip has been completely funded (just make sure you do it soon after you return!).
- After your trip, send your supporters a letter about how your trip went and thank them for making it possible. Be sure to follow up on any promises you made before your trip through giving presentations, agreements with local businesses, or other commitments.
- Be sure to maintain donor privacy throughout the entire process. You do not want to reveal how much individuals have donated to other people.

APPENDIX: Helpful Resources

Budget Planner

Sample Budget: 10-day Health Service Trip to Ghana for August, 2011

Item	Example	Your Trip
Program Fees	\$1500	
<i>Includes:</i>	<i>Accommodations, three meals per day, multiple field trips and scheduled educational, cultural and service activities, comprehensive travel insurance</i>	
<i>Does not include:</i>	<i>Airfare to and from Accra airport, passport or visa fees, vaccinations/prescriptions, supplemental meals or snacks, or personal spending money</i>	
Airfare (round trip)	\$1800	
Vaccinations	\$600	
Passport and Visa	\$200	
In Country Costs	\$500	
<i>Includes:</i>	<i>Sun hat, bug spray, sun screen, mosquito net, first aid kit, hand sanitizer, water bottle, hiking boots, money bag, snacks, personal spending money</i>	
Fundraising Costs	\$200	
<i>Includes:</i>	<i>Printing, postage, space rental</i>	
Total	\$4800	
Personal/Family Contribution	\$1800	
Fundraising Goal	\$3000	

Sample Letter

(Note: include fundraising response card and return envelope)

Dear [Name of recipient],

I am writing to you to share with you a journey on which I plan to embark and to ask for your help in reaching my goals. I am in my junior year at [Name of college or university] and in the last few months I have felt the need to explore a new part of the world, to step outside of my comfort zone, and to see what life looks like in a new context. I believe going on a service trip would be the perfect opportunity for me.

I plan to spend two months this summer in Haiti with MPP (Papaye Peasant Movement), a locally operated NGO that works to empower Haitian peasants who have been displaced by the earthquake. They work to create self-sufficient lifestyles through sustainable agriculture, construction, gardening and human rights education. I was deeply moved by the tragedies experienced by those in Haiti during the earthquake and see this as a prime opportunity to show my support. I am majoring in Agriculture and this will be a great opportunity for me to put my personal beliefs into action and employ the skills and education I've attained in school.

I am excited about this opportunity, and am hoping you may be able to support this journey as international travel and living can be quite costly. The total cost of this trip will be \$XXXX. This amount includes the program fees, which will go directly to MPP, as well as round trip airfare. I will cover all other expenses, such as vaccinations, visa, and other miscellaneous costs, which I estimate will total \$XXXX. Will you consider a donation of the following?

\$XXX, to cover the cost of one week of service

\$XXX to cover the cost of one day of service

\$XX, a dollar for each day of service

I've started documenting my trip via an online blog [provide URL] so that all of my friends, family and supporters can follow my journey from start to finish. I will be posting photos, stories and personal reflections as I am able for the entire time I am away.

Thank you for taking the time out of your busy schedule to read this. It is greatly appreciated and I look forward to speaking with you in the near future. If you have any ideas or questions feel free to contact me at [primary email or phone number].

Respectfully,

[Your Name]

P.S. The registration deadline is April 1, 2012, so please have all donations in by March 15, 2012. Thank you!