Student Organization Funding

Request Letters, Contacting, and Sources
FUNDING REQUEST LETTER
Letterhead

• Include your logo
• ONE contact
• Use the IDEA Center’s Mailing address
  9500 Gilman Drive
  MC 0429
  La Jolla, CA 92093-0429
- OR your department address
• Website
• Make it pretty!
Introduction

- Address
- Date
- Salutation
- Who you are
  - Spell out your chapter name
  - Brief intro/mission
  - Who you serve
  - Goals

11/24/2014
Dear [Name],

Type this letter in Times New Roman Regular 10 pt. on 12 pt. leading. Disserquis ad modium il
lure mod dolorer auctas tet, velit venatis tute vuluptatum adit nonsecent verat.

Yale School of Medicine
Department of Xxxxx

January 17, 2009

Mr. Person Person

123 Anywhere Street

Anytown, Anystate 12345

Dear Mr. Person:

This letter demonstrates the recommended typing format for all correspondence and is an
integral part of the letterhead design. The typeface used for body text is the system font for
(Macintosh and PC) is Arial Regular 11 pt with 1 pt space leading.

The body of the letter begins one space below the salutation, using single spacing between lines
and double spacing between paragraphs. There are no indentations. The maximum line length
should not exceed 6.5 inches. A double space separates the body of the letter from the
complimentary close, with at least three spaces to the name of the sender and the title.

Complimentary close,

[Name of sender]

[Title]

CC/CC

Fairleigh Dickinson University

COPYCENTER

Metropolitan Campus

1000 Route 3A

Teaneck, New Jersey 07666

201-692-2404

Dear [Name],

Type this letter in Times New Roman Regular 10 pt. on 12 pt. leading. Disserquis ad modium il
lure mod dolorer auctas tet, velit venatis tute vuluptatum adit nonsecent verat.
Body

• Meat of your request
• What you are asking to be funded
  – Can be a specific event (National Conference, Outreach, Retreat)
  – Can be the entire year (for all events & meetings)
  – Can be a series of events (like GBMs, Board Meetings)
• Impact that this funding can make
• Your goal/mission for that event/series/year
As a Young Professional (YP) member of the American Institute of Aeronautics and Astronautics (AIAA)—the world’s largest association for the aerospace industry—I am eligible for a reduced fee when attending AIAA Technical Conferences. I would like to request funding to attend the following upcoming AIAA Conference, which will give me an opportunity to gain knowledge on the projects to which I am currently assigned here at [insert name of your company]:

Conference Title: 22nd International Conference on Incineration and Thermal Treatment Technologies

Conference Date: May 12-16, 2011

Conference Location: Renaissance Orlando Resort, Orlando, FL

Registration Fee: $560.00 (non-AIAA member fee is $650.00)

Attending this conference will not only provide me with an opportunity to learn more about the latest technologies and developments in incineration and thermal treatment, it will increase visibility for [your company’s name]. Many industry leaders from across the U.S. and abroad regularly attend AIAA conferences, and this particular conference appears to be very popular. In fact, according to the AIAA Web site, the following individuals and organizations are already signed up to attend the 22nd International Conference on Incineration and Thermal Treatment Technologies:

- Leonard Clevenger, The Dow Chemical Company
- Dave Dalton, ATG, Inc.
- Arthur Denny, Texas Commission on Environmental Quality
- James Donnelly, Kvaerner
- Craig Doolittle, ENSR International
- Tony Eicher, Focus Environmental, Inc.
- Peter Falcone, T-Thermal Company
Closing

• Why them
  – How their partnership is valuable to both you and them
  – What you can do for them
  – How their contribution fits into their own mission/goals
  – Future relationship

• Additional questions, contact …

• Thank you
My attendance at this conference will also give [your company] direct access to exhibits and presentations from many other organizations within the aerospace industry, allowing us to gain valuable information about what other firms are doing and where they are focusing their efforts. This is especially important given [your company’s] current focus on incineration and thermal treatment and our desire to partner with other organizations to develop new applications in this area.

Thank you for considering this request. Please let me know if you need any additional information that may influence your decision to approve funding.

We believe that the ________________ program is consistent with the mission and interest of ________________, and hope that you will find it in your hearts and budget to support this program. If I can provide additional information to encourage consideration of our request, please feel free to contact me at _____________. I would also be happy to personally meet with your committee to present this proposal.
Supplemental Content

- Sponsorship levels/breakdown
  - What they get for different levels of contribution
    - Logo placement
    - Speaking opportunities
    - Partnerships
    - Recruitment events
    - Mentorship opportunities

- Simple budget outline with basic costs identified
  - If project, needed parts and costs

11/24/2014
FARMERS FORMAL 2012 SPONSORSHIP LEVELS

Questions? Contact Mandy Brooks at 314-521-1006 or mandy@earthdancefarms.org

**BARNRAISER**
- Pays full cost of training one apprentice
- Named scholarship
- Invitation to meet 2013 apprentices
- One table of eight to Farmers Formal Dinner
- Full-page ad in Farmers Formal Program
- Recognition on EarthDance website (Company logo & link)
- Tour of the EarthDance Farm
- Named as sponsor in Farmers Formal press release
- Included in all Farmers Formal publicity
- Corporate wellness seminar on organic farming or local food (up to 50 people)
- $5,000

**HARVEST**
- Invitation to meet 2013 apprentices
- Six tickets to Farmers Formal Dinner
- Half-page ad in Farmers Formal Program
- Recognition on EarthDance website (Company logo & link)
- Tour of the EarthDance Farm
- Included in all Farmers Formal publicity
- Corporate wellness seminar on organic farming or local food (up to 25 people)
- $2,500

**CULTIVATOR**
- Invitation to meet 2013 apprentices
- Four tickets to Farmers Formal Dinner
- Quarter-page ad in Farmers Formal Program
- Recognition on EarthDance website (Company logo & link)
- Tour of the EarthDance Farm
- Included in all Farmers Formal electronic communications
- $1,250

**SEED SOWER**
- Two tickets to Farmers Formal Dinner
- Business card ad in Farmers Formal Program
- Recognition on EarthDance website (Company logo & link)
- Tour of the EarthDance Farm
- Included in all Farmers Formal electronic communications
- $750

**SCHOLARSHIP FUND**
- Business card ad in Farmers Formal Program
- Recognition on EarthDance website
- Tour of the EarthDance Farm
- up to $750

11/24/2014
Be our partner in supporting local entrepreneurship

ECI-SCORE provides free mentoring and resources to first-time entrepreneurs and to on-going businesses interested in growth. Supporting our efforts through corporate sponsorships increases the chances for long-term business success.

<table>
<thead>
<tr>
<th></th>
<th>SILVER</th>
<th>GOLD</th>
<th>PLATINUM</th>
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<td>Recognition on ECI-SCORE brochure</td>
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<td>Online listing <em>with weblink</em></td>
<td>Online listing <em>with weblink and logo</em></td>
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<td>Recognition on <em>all pages</em> of web site</td>
<td>Recognition on <em>all pages</em> of web site</td>
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<tr>
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<td>Google Analytics report</td>
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<td></td>
<td></td>
<td></td>
<td>Company logo on ECI-SCORE e-mails</td>
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<td></td>
<td></td>
<td></td>
<td>Custom landing page on ECI-SCORE linked from your website</td>
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## AUVSI 2013 Expense Forecast

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<tr>
<th>Division</th>
<th>Category</th>
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<th>Qty</th>
<th>Unit Cost</th>
<th>Extended Cost</th>
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<td><strong>Mechanical Equipment</strong></td>
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<td>1/8&quot; Polycarbonate sheets</td>
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<td>6 (2' by 2')</td>
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<td>Steel Wire</td>
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<td>Standard Servo Motors</td>
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<tr>
<td></td>
<td>Red LEDs</td>
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<td>$10</td>
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<td>Pressure Sensor</td>
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<td>Thermistor</td>
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<td>$5</td>
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<td>3-Axis Accelerometer</td>
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<td>$25</td>
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<td></td>
<td>2200 mAh LiPo Batteries</td>
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<td>$40</td>
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<tr>
<td><strong>Additional Experiment Expenses</strong></td>
<td>Digital Cameras</td>
<td>2 x $200 camera + Tax</td>
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<tr>
<td></td>
<td>Bioethanol and Biobutanol</td>
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<td>Donated</td>
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<td></td>
<td>Outreach Experiment Materials</td>
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<td></td>
<td>Experiment Shipment</td>
<td>2 x $150 shipping fee</td>
<td>$300</td>
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<tr>
<td><strong>Travel and Other Expenses</strong></td>
<td>9 Nights Hotel</td>
<td>9 x $70 per night x 2 rooms</td>
<td>$1,300</td>
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<tr>
<td></td>
<td>Medical Exams for 6 Flyers</td>
<td>6 x $95 per person</td>
<td>$570</td>
<td></td>
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<tr>
<td></td>
<td>Plane Tickets for 8 members</td>
<td>8 members x $450 for a plane ticket from San Diego (SAN) to Houston (IAH) in July.</td>
<td>$3,600</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td>$7,790</td>
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</tbody>
</table>
In-Kind Donations

• Not always about money
  – If you need parts, supplies, food
  – Sometimes asking for those things is easier than asking for a check
Who to Contact at Companies

• University Relations
• Local offices
• Look at who sponsors national organization
• Go to career fairs
• Business cards
• People you meet at other events on campus
On-Campus Sources

• Associated Students
  – If you are asking for a specific event, request needs to be submitted WEEKS before the event
  – Operating & travel funds available
  – You MUST check the funding guide!
    – [http://as.ucsd.edu/finance/](http://as.ucsd.edu/finance/)
    – Handled through CSI Fund Managers
    – Must do a TAP form to process/pay out funds
More On-Campus Sources

• Triton Community & Tournament/Competition Funds
  – http://tritoncommunityfund.ucsd.edu/home/

• AS Grants
  – http://usgrants.ucsd.edu/

• For these, you will also need to go through fund manager at CSI to process/pay
Other On-Campus Sources

- Colleges
- Departments
- Jacobs School Sources
  - Matching Funds
  - Student Travel Fund
WHERE TO KEEP YOUR MONEY
What is an index?

• On campus “bank account”
• You probably have 2
  1. With your engineering department or the Jacobs School Dean’s Office
  2. CSI (Central Campus)
• Can be used to pay for things
  – Reimburse people
  – Order supplies
  – Pay for travel
Different Indices

**CSI – Central Campus**
- For ANY central campus funding sources
  - AS
  - Triton Community Fund
  - AS Grants
  - Some colleges/departments
- Work with your CSI fund manager to pay out/distribute
- For event, MUST complete a TAP to process

**Engineering Department or Jacobs School Dean’s Office**
- For ANY Jacobs School funds
  - Matching Funds
  - Student Travel Fund
  - Some departments/colleges
- Donations from companies who want to go through UCSD/IDEA
- Buy items needed at any time

11/24/2014
Off-Campus Bank Account

- Use it for anything your index can’t pay for
- If companies write checks to your org directly, you can deposit straight into your account
- “emergency funds”
- Make sure it’s monitored
  - Make sure to transfer it to the appropriate people each year
- Get checks/debit card
IDEA Student Center
Jacobs Hall, Suite 1400
Phone: (858) 534-6105 | Fax: (858) 833-3903
idea@soe.ucsd.edu
www.idea.ucsd.edu

Review letters, ask questions, check balances

WE ARE HERE TO HELP!