

Getting Donations

Seeking donations for food and prizes can be time consuming and for some, awkward, but it is well worth the effort. Asking businesses for donations/discounts provides us with the additional opportunity to share with our community what we are doing to promote "green transportation." It also gives the businesses the opportunity to get some free advertising - be sure to give the donating business recognition in newsletters, e-blasts, websites, posters, etc.

- 1) Brainstorm a list of students' favorite foods, restaurants, and other prizes that teens would like.
- 2) Prepare the Donation Letters. **Be sure to include the school's non-profit tax id number.**
- 3) Practice what to say. The general content is:
 - a) Ask to speak with the manager/owner about a possible donation (call ahead to ask when the manager will be there).
 - b) Introduce self and state school.
 - c) Briefly, yet enthusiastically, describe what event you are hosting and what kind of donation is being requested to help promote the event:
 - i) Food / Drinks
 - ii) Gift Certificate
 - iii) Tickets, etc.
 - d) State how you plan to recognize the business (possibilities include):
 - (i) Facebook
 - (ii) Website
 - (iii) Posters (only if large donation over \$1,000)
- 4) Ask when you can pick-up the donation.
- 5) When picking up the donation, give a "thank you note" to the business manager.

