

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!



Office of Communications

1746 Van Hise Hall
1220 Linden Drive
Madison, Wisconsin 53706
(608) 262-5061
(608) 262-3985 Fax

email: communications@uwsa.edu
website: http://www.wisconsin.edu

Department

11120 Glacier Highway
Juneau, Alaska 99901-8607
Tel: (907) 796-XXXX
Fax: (907) 796-XXXX
E-mail: XXXX@uas.alaska.edu



846 PALM BOULEVARD
CHARLESTON, SOUTH CAROLINA, 29210



May 10, 2009

DEAR MR. EUGENE SMITH,

Ensis nismod euqiam vel digniam iure te dia consequat accums dolor summodio...

Ed dunt iriit nullareros et dolesani lupat, conse magna frum quat. Rud dolendre...

Ipii velit lupatatum dolum vel utput alio commolor sustis ea faccum zzriustrud...

SINCERELY,

STEPHANIE CHU

UNESCO World Heritage Site:
Himeji Castle
68 Honmachi, Himeji,
Japan

T: 0792/85-1146
www.himeji-castle.gr.jp



846 PALM BOULEVARD CHARLESTON, SC 29210 PH 604.247.9954 FAX 604.247.8766

11/24/2014



Introduction

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



George R. Brown School of Engineering
Electrical and Computer Engineering

Date

Recipient Name
Company Name
Street Address
City, State, ZIP

Dear Name Here,

Typeset this letter in Times New Roman Regular 10 pt. on 12 pt. leading. Dionsequis ad modiam il iure mod dolorper sustrud tet, velit veniatisi tetue vulluptatum adit nonsectem verat.

Yale SCHOOL OF MEDICINE

Department of Xxxxxx

January 17, 2009

Mr. Person Person
123 Anywhere Street
Anytown, Anystate 01010

Dear Mr. Person:

FIRST M. LAST, MD
Title
Title
PO Box 567890
New Haven CT 06510-8222
T 203.734-XXXX
F 203.734-XXXX
firstname.lastname@yale.edu
www.medicine.yale.edu
/center
Section or Department Name
Building Name (ABBREV)
Room xxx
New Haven CT 0652x



Name of sender (Arial Narrow Bold 9 pt) • Title of sender (Arial Narrow Regular 9pt)

Date: Month Day, Year

Address
Address
Address
Address

Salutation:

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

THE LEADER IN GLOBAL EDUCATION



**FAIRLEIGH
DICKINSON
UNIVERSITY**

COPY CENTER

Metropolitan Campus
1800 River Road (T-C2) 1-02
Rutherford, New Jersey 07070
www.fdu.edu
201-692-2454

Date

Name
Title
Company
Address
City, State, Zip Code

Salutation:

11/24/2014

610 East University Avenue, Suite number
Ann Arbor, MI 48109

T: 734.xxx.xxxx F: 734.xxx.xxxx
xxxxxx@umich.edu

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

FARMERS FORMAL 2012 SPONSORSHIP LEVELS

Questions? Contact Mandy Brooks

at 314-521-1006 or mandy@earthdancefarms.org



**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  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

BARNRAISER



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

HARVEST



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

CULTIVATOR



Two tickets to
Farmers Formal Dinner

Business card ad in
Farmers Formal Program

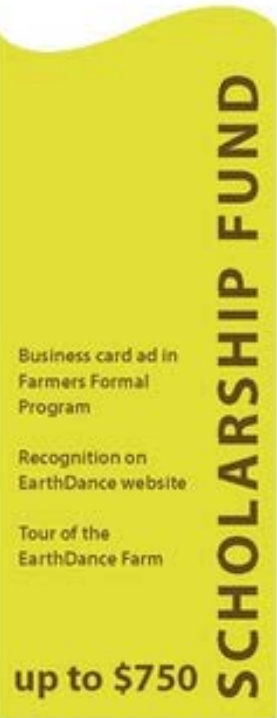
Recognition on
EarthDance website
(Company logo & link)

Tour of the
EarthDance Farm

Included in all
Farmers Formal
electronic
communications

\$750

SEED SOWER



Business card ad in
Farmers Formal
Program

Recognition on
EarthDance website

Tour of the
EarthDance Farm

up to \$750

SCHOLARSHIP FUND



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.

SILVER

\$250

Recognition on workshop materials

Recognition on ECI-SCORE brochure

Online listing

GOLD

\$500

Recognition on workshop materials

Recognition on ECI-SCORE brochure

Online listing *with weblink*

Recognition on *all pages* of web site

Google Analytics report

PLATINUM

\$1000

Recognition on workshop materials

Recognition on ECI-SCORE brochure

Online listing *with weblink and logo*

Recognition on *all pages* of web site

Google Analytics report

Company logo on ECI-SCORE e-mails

Custom landing page on ECI-SCORE linked from your website

AUVSI 2013 Expense Forecast

Division	Category	Unit	Qty	Unit Cost	Extended Cost
Airframe					
	Composite Materials		1	\$400	\$400
	Mold Making Material		1	\$600	\$600
	RC Misc.		1	\$150	\$150
	Connectors		1	\$80	\$80
	Balsa		1	\$100	\$100
	Motor Power System		1	\$300	\$300
	Servos		1	\$200	\$200
				Total:	\$1,830
Mechatronics					
Propulsion					
	Propeller		4	\$30	\$120
	Motor		1	\$400	\$400
				Total:	\$520
Gimbal Development					
	Plate Metal		1	\$100	\$100
	Digital Servos		4	\$50	\$200
	Stepper Motor		1	\$100	\$100
				Total:	\$400
Rugged Ground Station					
	Roadie Case		1	\$500	\$500
	Misc. Materials		1	\$100	\$100
				Total:	\$600
Cable Harnessing					
	Cabling		1	\$100	\$100
	Brackets		1	\$100	\$100
				Total:	\$200
Quick-Fix Box					
	Brackets and Hardware		1	\$50	\$50
	Shelving Material		1	\$100	\$100
				Total:	\$150
				Total:	\$1,870
Competition					
	Competition Entry Fee		1	\$500	\$500
	Presentation Materials		1	\$200	\$200
	Team Polo Shirts		10	\$30	\$300
				Total:	\$1,000

Category	Expense	Quantity	Total Cost
Mechanical Equipment			
	1/4" Acrylic sheet	1	\$50
	1/8" Polycarbonate sheets	12 (2' by 3')	\$400
		6 (2' by 2')	\$100
	Aluminum T-Slot Frame	Various Lengths	\$200
	Nuts/Bolts/Linkages	Various	\$250
	Nichrome Wire	2	\$40
	Steel Wire	2	\$20
Electrical Equipment			
	Arduino UNO Microprocessors	2	\$70
	NEMA 17 Stepper Motors	4	\$80
	Standard Servo Motors	2	\$40
	Red LEDs	8	\$10
	Pressure Sensor	2	\$20
	Thermistor	2	\$5
	3-Axis Accelerometer	1	\$25
	2200 mAh LiPo Batteries	2	\$40
Additional Experiment Expenses			
	Digital Cameras	2 x \$200 camera + Tax	\$420
	Bioethanol and Biobutanol	2	Donated
	Outreach Experiment Materials	Various	\$250
	Experiment Shipment	2 x \$150 shipping fee	\$300
Travel and Other Expenses			
	9 Nights Hotel	9 x \$70 per night x 2 rooms	\$1,300
	Medical Exams for 6 Flyers	6 x \$95 per person	\$570
	Plane Tickets for 8 members	8 members x \$450 for a plane ticket from San Diego (SAN) to Houston (IAH) in July.	\$3,600
Total			\$7,790

11/24/2014

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



CONTACTING & FINDING SOURCES

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/>
 - 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

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!