



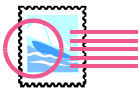
STEPS FOR WRITING LETTERS TO LARGE ORGANIZATIONS OR SPORTS TEAMS

1. Before you begin writing letters to organizations, be sure to get permission from your school principal. Every school has different policies and procedures for requesting donations. Make sure that you are following the appropriate procedures for your school.

2. You will want to show the letter that you have written requesting donations to your principal since the principal may want to make some edits to your letter. Complete these changes before finalizing your letter. Also, you may want to show your principal the list of organizations from which you are seeking donations. He or she may have some additional suggestions for you.



3. Include a large self-addressed envelope with your letter. You may need to ask your principal for stamps or postage or check with your Parent Teacher Organization (PTO) to see if there are any resources available. Sometimes, postage costs can be reduced through bulk mailing if this is provided by your school district.



4. Write your letter on school letterhead stationery to let organizations know that you are sending an official letter. This may help you get a better response to your requests. Your principal can help you get letterhead school stationery and envelopes.

5. Be sure to write a thank you letter within at least two weeks of receiving the reinforcers an organization sends. This will encourage them to send more reinforcers in the future.



6. Ask the principal if you can put the name of the organization and their contributions in the school newsletter. All organizations like publicity, no matter how small the publication is so be sure to send a copy of the newsletter in any follow-up correspondence. Organizations that see newsletters with pictures of students receiving reinforcers will be more likely to respond to your requests in the future.



7. The earlier that you can write to organizations for reinforcers the better. It takes anywhere from two weeks to two months to receive something from a particular organization. Don't be discouraged. Organizations are very busy with requests from many different groups, but they will get back to you with a response.
8. If someone in your school has connections to the community relations department or to specific organizations, ask if they will call that person. Often, a personal contact or

phone call will expedite the delivery of reinforcers and you may receive more than the standard amount that organizations allow for different groups.

9. Keep a list of organizations where you have sent letters and the date they were mailed. Include in your file any items or written responses that you have received and write down the date you sent the thank you letter. This is helpful for tracking correspondence and donations, especially if you have other people helping you. You don't want to send multiple letters to the same place.

