

'SPART

Instructions for this mandatory letter writing fundraiser

This is a required fundraising activity which involves writing letters, making phone calls and reaching out to family, friends, local businesses, etc. asking them to donate money towards the band's general fund. Each band member is responsible for raising \$200. Anything you raise above the \$200 will be considered individual fundraising and will be credited directly into your individual account which can be used for band expenses such as fees, concert attire, future band trips, Fair Share Fees and more. Our budget is based on each band student doing their part in this fundraiser and is included as payment due on their statement.

Here are some instructions:

- **Write what you want to say in your letter, email or other communication.**
We encourage you to make your letter as personal as possible as they always yield the best results. You can personalize your letter even more by adding a photo of the band member. I have included an example of a student letter from a previous year. Please, remember to put your address for the money to be sent to.
- **Generate a list of who you would like to ask.** Here are some ideas of who to include on your list: relatives, family friends, neighbors, local businesses, church members, your dentist or doctor, etc. Send a letter to everyone you know, you never know who will surprise you with support.
- **Mail your letters.** If mailing a letter does not work for you, then you can send an email, make a phone call, send a text, etc. A physical letter tends to yield better results.
- **Follow up with a phone call** a week or so after sending your letter to see if they have received it.

Where, When and Who to turn in the money you have collected:

- **The HBBA Treasurer (Chuck Hall) or Representative (Tom Bechtold) will be available most Tuesdays and Thursdays starting in mid-September after marching practice to collect money.** They will also give you a receipt at that time. Check the band website calendar and watch for emails to confirm what days they will be there to collect money.
- **You may also turn in collected money to Alice Hart, Hilhi's school bookkeeper.** If you choose to do this, please, make sure she knows it is for the HBBA "Sponsor a Spart" fundraiser and you get a receipt. You should hang on to your receipt in case there is any questions. Please, email Chuck Hall and Tom Bechtold if you choose this method so they can be sure your account is

credited appropriately.

- **PLEASE DO NOT TURN IN MONEY TO MR. FOTLAND OR ANYONE BESIDES THE ABOVE LISTED PEOPLE.** The accounting can get confusing when too many hands are taking in money and we want to make sure you get a receipt and your account is credited. Mr. Fotland has many other things he needs to take care of, so please note that we never turn in fundraising packets, orders or money to him or set them on his desk. We do not want to add another responsibility to his already very busy schedule.

Thank you for doing your part to help support the Hillsboro High School Band Program.