The Brown University School of Professional Studies provides scholarships based on financial need and academic merit to as many qualified students as possible. Since our funding is limited, we strongly encourage students to apply early.

Whether or not you are awarded a scholarship, it is likely that you will need to contribute additional funds toward your program.

Each year, admitted students work with their extended families, friends, neighbors, schools, and community organizations to fund program fees and transportation.

Such efforts require effective planning, perseverance, and creativity. As an outstanding and resourceful young person, you are capable of doing this work. This will be a challenging but rewarding experience that will build your leadership skills and confidence.

Please use this guide to help organize your efforts.

1. Build a Budget

Every fundraising effort starts with a goal. You need to clarify your costs, define your resources, and set a fundraising goal.

Sample: Goals Planning Worksheet

<table>
<thead>
<tr>
<th>Fundraising Goals</th>
<th>Program Costs</th>
<th>Available Funds</th>
<th>Potential Funding Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Program Fee</td>
<td>Your contribution</td>
<td>Friends and Neighbors</td>
</tr>
<tr>
<td>Textbooks</td>
<td></td>
<td>Family contribution</td>
<td>Community Organizations</td>
</tr>
<tr>
<td>Transportation</td>
<td></td>
<td>Scholarship From Brown</td>
<td>Local Businesses</td>
</tr>
<tr>
<td>Spending money</td>
<td></td>
<td>Other Scholarships</td>
<td>Fund raising events</td>
</tr>
<tr>
<td>Total Expenses</td>
<td></td>
<td>Total funds Available</td>
<td>Fundraising goal (Costs - Funds)</td>
</tr>
</tbody>
</table>

List friends, neighbors, organizations, and businesses you plan to visit:

____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

Fundraising guide 12/16/14
2. **Scheduling your payments**

**Program Deposit**
You may pay your $300 non-refundable program deposit online at connect.brown.edu. You must pay this as soon as possible because you cannot enroll in a course until you have paid your deposit. Once we have received your deposit, you will receive specific instructions via email detailing how to select and enroll in a course at Brown.

**Full Payment**

**Spring 2016 Pre-College Programs**
- The Tropical Coast: The Florida Keys payment deadline is 2/3/2016
- The Cloud Forest: Costa Rica payment deadline is 3/4/2016
- The Future of Science, Technology and Medicine payment deadline is 3/4/2016

**Summer 2016 Programs Pre-College Programs: invoices are generated monthly beginning in February 2016**
- Global Program payment deadline are due on or before 5/27/2016
- All other summer programming payments are due upon receiving your invoice, or by 5/27/2016

Keep the deposit and payment due dates in mind as you plan your fundraising schedule.

3. **Identifying Resources**

**Step One:** Find an adult who can help.

This could be a teacher, family member, coach, or member of the community. They can help you brainstorm ideas, connect you to people who can donate, and help you solve problems when you encounter challenges. It is important to have a trustworthy adult assist you in this process.

**Step Two:** Make a list of all possible donors. Please read below for some ideas.

**People you know well**
- All family members (grandparents, cousins, aunts, uncles, god-parents, close family friends)
- People who might give you a birthday and/or holiday present (ask them to help you with this instead)
- Former employers, current employers, teachers, coaches, scout masters, clergy members
- People you have babysat for, medical professionals, engineering groups, environmental groups, health organizations

**School Based Contacts**
- Teachers (find a supportive teacher and ask about the protocols of raising money in your school; you do not want to break any rules or upset anyone by doing something that is not allowed)
- Guidance counselor
- Principal
- School clubs related to the topic that you will study
- PTA/PTO
Community Organizations/Businesses

- Civic groups such as Rotary, Lions Club, and Kiwanis (these organizations will include many business people from your community)
- Chamber of Commerce
- Community Foundations
- Large stores (ex. Home Depot, Lowes, Wal-Mart, insurance companies, car dealerships, medical providers, etc.)
- Theme groups related to the topic/subject you are going to study (ex. medical professionals, engineering groups, environmental groups, health organizations, theatre groups, etc.)
- Banks
- Board of Education
- Women’s clubs
- Successful businesses in your community

4. Writing a Funding Request

We recommend that you meet with potential sponsors in person. However, it is also important to give them a letter that includes:

- A description of the program
- Your educational goals and how this program fits with those goals
- What you are willing to share and/or give back to your school/community as a result of this experience
- Your interests, activities, accomplishments
- How much money you are trying to raise
- An amount that you are asking them to donate
- How and where they can send their contribution

Here is a sample letter:

Dear __________,

I am a (freshman/sophomore/junior/senior) at (name of high school) and I have recently been accepted by Brown University to attend a summer program for outstanding high school students. I have maintained a grade point average of ____ and have been highly involved in (list activities, teams, community work).

I have enrolled in a course, (name of course), because I am passionate about ________. I am hoping that this course will help me explore this academic interest and help me prepare for college. Students from all over the world attend these programs. I know that I would gain a great deal from both my studies and interactions with my peers. I am so eager to participate in this life changing experience.
My challenge is that I need to raise $_______ to help with program costs, and $_______ for transportation in order to attend the program. I have raised $_______ from my family, friends, and neighbors. I am contributing $_______ from my savings and from part time jobs.

I am reaching out to you to ask for help. I need to raise an additional $_______ by (due date). I am hoping that you will consider helping me with a donation.

I have enclosed information about the Brown University Pre-College program. I will contact you next week to answer any questions and discuss the possibility of your support. If you choose to donate, you can make the check payable to Brown University and include my full name on the memo line. I will be sending all checks together at one time to Brown’s Cashier Office to pay for the program.

I greatly appreciate your consideration. When I return from Brown, I plan on meeting with all of my supporters to share my experiences with them.

If you have any questions, you may contact me at ________________ (phone and/or email).

Sincerely,

______________________________

5. Online Crowdsourcing

Seeking out donations via online funding websites is becoming a popular and viable option for students of all ages who hope to fund their educational endeavors. Here are some tips to remember when creating your online crowdsourcing campaign:

- **Use a site which allows you flexibility.** We suggest using a fundraising site that does not require you to set up rewards to those who make donations, allows withdrawals at any time, and allows you to keep whatever money is raised, even if the goal is not ultimately met.

- **Always choose the “personal campaign” option.** If you categorize your fundraiser as “charity” or “non-profit”, your funds will be sent directly to Brown University as a general donation and will not be applied to your student account. Do not list your fundraiser as “charity.”

- **Set your goal using the goal planning worksheet on page one of this guide.** Be clear in your online fundraiser description about what the dollar amounts are and what the money is going towards.

- **Read through the crowdsourcing website’s FAQ carefully.** Be aware of fees that are charged for online transactions, how long withdrawals take to be processed, and which types of currencies are supported.

- **Choose an early end-date for the fundraiser.** If your deadline to make your full program payment to Brown is, for example, May 28th, your online fundraiser should end well before that date (ex. May 10th). You must allow time for funds to be transferred to you from the funding website, and for you to submit the payment to Brown on time.
• **Promote your online fundraiser via social media, email, and word-of-mouth.** Include the information and link to your online fundraiser in your written funding requests, and when you speak to organizations and friends/family about supporting you.

6. **Additional Tips**

**Fund Raising Events**
Do not try to do these alone. Involve your family and friends. They are a lot of work, but have good potential gains. Here are some ideas to think about:

- Garage sale, online auctions
- Babysitting, odd jobs, or services for people in the community, neighbors
- Boutique bake sales
- Fundraising party

**General Reminders**

- Start early, this takes time.
- Find a mentor or adult to help you.
- Reach out to people you know and organizations where you have a connection or relationship.
- Target organizations that might have an interest in the subject that you will be studying.
- Be confident. Your admission into the summer program is an honor to be proud of. Let people know that their investment in you is an investment in your community.
- Be clear and concise.
- Keep good records of conversations and donations.
- Send thank you notes and tell people about your progress.
- Don’t get discouraged. You may have more “turn downs” than donations, but you will get there.
- After your program, send a letter to all those who helped you. Thank them for their help and tell them about your experiences in the program, such as what you learned and how the program helped you. Follow through on your offer to meet with donors.