

Donation Request Script & Acknowledgement Letter

This activity will allow members to:

- Learn how to engage the local community in fundraising.
- Improve communication skills.
- Increase confidence and leadership skills.

Materials needed:

- One printed worksheet per member. Download them both at kkids.org/IDEA.
- Pens or pencils

How to lead this activity:

Need help finding funds or supplies for your service project? Ask local businesses/organizations for their support!

1. Before beginning this activity, refer to the Budget worksheet.
2. Give each member a Donation Request Script worksheet.
3. Let members know you are going to create a sample script for asking local businesses/organizations for monetary or in-kind donations.
4. Ask members to form groups. Here's how:
 - a. Using numbers 1–4, assign each member a number.
 - b. Or ask members to count off 1–4.
5. Ask each group to go through the worksheet together and write their answers on their sheets.
6. When each group is finished, ask one person from each group to stand up and share their examples.
7. When every group has had a chance to share, ask for volunteers to sign up to contact local businesses/organizations with the help of their parent/guardian.
8. As members volunteer to help, the club secretary should take notes to use later.
9. Give each member an Acknowledgement Letter worksheet.
10. Let members know you are going to create a sample letter to send to local businesses/organizations that agree to support the service project. This is a way to thank them while giving them a receipt of their gift(s).
11. Ask each group to go through the worksheet together and write their answers on their sheets.
12. When each group is finished, ask one person from each group to stand up and share their examples.
13. When the activity is over, thank everyone for their time and participation.

If the club secures donations from local businesses/organizations, ask your advisor for help in mailing an acknowledgement letter to thank them for their gift(s).

Donation Request Script

Donation Request Script

Hello, what is your name? _____ . My name is _____
(their full name)

_____ and I am a member of the K-Kids Club of _____ .
(your name) (your school name)

K-Kids is the largest service organization for elementary school students and is part of the Kiwanis family. We are

hosting a service project to help _____
(who or what your service project is helping)

by _____ . This project is important to us
(how you're helping)

because _____ .
(why the club cares about this service need)

We would like to offer your business/organization an opportunity to support this amazing community project. We are

asking for _____ to support this project.
(amount of money or items)

As a K-Kids sponsor, your business/organization will receive visibility before school faculty, students, parents and Kiwanis-family volunteers. Your business/organization will be promoted in the following ways: K-Kids bulletin board, recognition letters and newsletters sent home to parents and news releases to local media.

Are you interested in making a donation?

If yes:

Great! I'll let my club advisor know. His/her name is _____ .
(advisor full name)

When is a good day and time that he/she can follow up? _____ .
(date and time)

If no:

Okay, we understand. Do you know who might be able to help us?

Acknowledgement Letter

Name of person

Name of business/organization

Street address

City, state, zip code

Dear Mr./Mrs./Miss _____,
(correct name)

We are writing to thank you for your recent gift to the K-Kids Club of _____.
(school name)

Your support helps us positively impact our school and community while developing into lifelong servant leaders.

Your gift of _____ will be used to support a service project to
(donation description)

help _____
(who you're helping)

by _____. This project is important to us because
(how you're helping)

_____.
(why the club cares about this service need)

We are grateful for your generosity, trust and commitment to our community. Thank you for your support.

Sincerely,

K-Kids Club of _____
(school name)