



## HOW TO RAISE THE SPONSORSHIP TO ATTEND NTLP (and other important information)

### PROGRAM FEE

The Program fee is \$399 Your fees cover everything (except transportation expenses), including: lodging for three days and two nights, meals, special activities, take-home materials, postage, printing, judges, campus facilities, guest speakers and special awards. If you wish to offset your expenses by raising your fee to attend, please read the information below.

### IF YOU CHOOSE TO RAISE YOUR FEE

Raising money to attend NTLP can be challenging but also very rewarding! Remember, you are not asking for donations for yourself. You are asking for donations so that you can attend a leadership conference. What you gain at this conference will help you be a better leader and give you the confidence and skills to make a difference in your school, community and ultimately, the world. That is a direct benefit to any sponsor. If you communicate your request in this way, who could refuse?!

### NON-PROFIT

The *National Teen Leadership Program* is a 501(c)(3) non-profit organization. All sponsorships, whether paid by your family or received through donations, are tax-deductible. Should a business require it now, our **IRS Tax ID number is: 94-3199765** You will receive a receipt for your sponsors at the program



### SUGGESTIONS FOR SECURING SPONSORSHIP

The following are suggestions and ideas for securing sponsors. **Bold** indicates frequent sponsors to NTLP!

- **Community Organizations:** If you plan on visiting Community Organizations, we suggest you do this immediately to allow the organization time to meet and make their decision. Most civic groups meet once a month.

Jaycees	<b>Rotary Club</b>	Optimist Club	<b>JROTC &amp; ROTC</b>	Fire Fighters Assoc.
<b>Kiwanis Club</b>	American Legion	<b>Lions Club</b>	Asian Bar Assoc.	Toastmasters
VFW	Chamber of Commerce	Knights of Columbus	<b>Police Officers Assoc.</b>	<b>Churches/Temples</b>

- **Business Firms:** Consider businesses where your family has recently made a large purchase, smaller businesses that are frequented regularly, the place where you or your parents are employed and large corporations. All are often willing to help.

<b>Banks</b>	<b>Car Dealerships</b>	<b>Realtors/Lawyers</b>	Day Care Centers	Veterinarians
Grocery stores	Furniture stores	Service Stations	<b>Beauty Salons/Barbers</b>	Shoe Repair
Cleaners	Clothing stores	Hardware stores	<b>Upward Bound</b>	<b>Investment Advisors</b>
Video stores	Funeral Homes	Ice Skating Rinks	<b>High Schools</b>	<b>Major Corporations</b>
<b>Accountants</b>	<b>Dentists/Doctors</b>	Restaurants	Hospitals	Pharmacies
Grain & Feed	<b>Insurance Agents</b>	<b>Police/Fire Department</b>	Pizza Parlors	<b>State/Public Officials</b>

- **Personal:** Consider many smaller donations from friends, neighbors, relatives or a favorite teacher. While the \$399 sponsor fee may seem like a great deal in a lump sum, breaking it down into smaller increments makes it seem more manageable. For example: 10 sponsors would pay only \$39 each!

**Most asked question** - Can parents pay or can I sponsor myself? Yes! If it's feasible for you or your family to do this, than by all means go ahead. Feel free to list yourself or parent as your sponsor! NTLP accepts Visa and MasterCard and payment plans are available.

### PROCEDURE (Follow these steps if you choose to obtain sponsors from multiple donors.)

1. Make a list of potential sponsors. Start with businesses that know you, such as your doctor or dentist.
2. Make copies of your "Sponsor Letter" and list of activities (or resume) to give to each potential sponsor.
3. Contact sponsor(s) by phone and/or by letter. Use a cover letter and our sponsor letter, then follow-up with a phone call.
4. Advise sponsors to make checks payable to *National Teen Leadership Program* and to send checks to you. If they mistakenly write the check to your attention, simply endorse the back of the check before sending it in. (They can also pay online at our website.)
5. **Please do not staple checks to forms or to each other.** Write your name on the "For: \_\_\_\_\_" line on the bottom of all checks.
6. **Important:** We need a "Sponsor Receipt Form" for each sponsor **OR** a separate list of all sponsors along with their address, phone, contact name, and amount donated. Only attach a separate list if you **DO NOT** have Sponsor Receipt Forms for each sponsor.)
7. Please keep a copy of the names of your sponsors as forms to be filled out later will ask you to list them.
8. Send your Program Book Form, Sponsor Receipt Forms/list and checks together to us by the **due date indicated**. Sponsors should **avoid sending** checks directly to us. This way you can keep track of your progress.
9. Send a thank you note to all donors! Thank your parents if they paid for you!

Upon receipt of your sponsorship we will reserve your place at the program and send you a written acknowledgment.

**NEW: All forms can now be downloaded or emailed to you. Please visit our website for more information.**

## APPROACH

When approaching potential sponsor(s), tell them you have been selected to participate in the *National Teen Leadership Program* and that you need donations to help pay for sponsorship fees. Use a cover letter and the "Sponsor Letter" to let them know about the program. Some sponsors may pay for your entire amount, but don't scare off potential sponsors by asking for the entire fee. Let them know that any amount is appreciated. Remember, sponsorships are tax-deductible.

## Ideas to help you succeed!

Past participants have been creative in their quest to find sponsorships the easiest and most efficient ways possible. Check these ideas out!

- Send a self-addressed, stamped envelope with your sponsor letter. **Follow up with a phone call!**
- Call businesses to get the name of the President or owner. Send your letter directly to that individual. **Follow up with a phone call!**
- Ask friends, relatives, teachers, librarians, etc. One creative alumni had 66 sponsors, none over \$5.
- Have friends and relatives hold a yard sale. One good sale and you could have the entire amount! (Our last yard sale brought in over \$1000!)
- Raise the fee with a friend. It is much easier to approach businesses in person, with a friend beside you.
- If it's getting close to your deadline and you are still having trouble, please **give us a call**. We may be able to extend your deadline if it's early enough in the year and offer alternate suggestions to help get you on track.

Dear Potential Sponsor: (Get a name to address your letter to for a more likely response!)

Hi! My name is \_\_\_\_\_, and I attend The Best High School. I have been selected to attend the National Teen Leadership Program in California. The National Teen Leadership Program's mission is to motivate, educate, recognize and support today's young leaders. The conference includes motivational speakers, educational workshops and the opportunity to meet and share ideas with my peers, the next generation of world leaders, community activists, entrepreneurs and business people - maybe even your future employees! With your help, I want to learn all I can so I can be the best leader possible when I go back to my school or give back to my community.

It would be a great honor to have your sponsorship and support for this event. The total sponsorship needed is \$399. This covers lodging at the university, meals, special activities, speakers, postage, printing, judges, campus facilities, etc. If this amount seems high please consider any amount, whether it's \$5.00 or \$50.00. The National Teen Leadership Program is a non-profit organization and your donation is tax deductible. Sponsor's names will appear in the Souvenir Program Book distributed to everyone at the conference, as well as used throughout the year at promotional events.

Please make checks payable to the National Teen Leadership Program and **return them to me**, with the enclosed form **by the date indicated**. I will obtain a receipt and send it to you with my thanks, at the conclusion of the program. If you would like more information about NTLP, please call them at (800) 550-1950 or check out their web site at [www.teenleader.org](http://www.teenleader.org).

Thank you for your consideration! I will call you next week as a follow up to this letter.

Sincerely,

Your name and address

## INSTALLMENT PAYMENTS

You may divide up your payment of \$399 into either two or three payments. Your initial payment is \$100 with subsequent payments approximately 1 month apart. After your initial payment is received, you will receive an acknowledgment advising the due dates of the following payments, with the balance due no later than 3 weeks prior to the program.

## TRANSPORTATION and WHAT IF YOU RAISE MORE THAN THE AMOUNT?

Transportation is NOT included in the program fee. If you have traveling expenses, i.e. plane or bus fare, you may raise more than the \$399 to cover these expenses. ALL donations must be made payable to NTLP. If you have raised over the amount and need the extra to pay for travel, send all checks into NTLP and request a refund amount. We will then send you a check made payable to you to cover your extra expenses. If you do not need traveling expenses, any additional moneys you raise over the \$399 must be turned into NTLP. Additional fees are pooled together and used to help students who could not attend due to a family's financial hardship. You still receive credit for all of your sponsors, and all of your sponsors (max. 10) will be listed in the Program Book by your name. *Exception:* If your family pays all or part of your fee and then you obtain a business sponsor, we will refund that portion of the overage back to your family.

## CANCELLATION - IMPORTANT!

Sponsorship Fees are refundable to the sponsor only. Fees are 100% refundable up to 90 days prior to the conference. From 89 - 60 days prior, fees are refundable less a \$25 service charge. From 59 - 30 days prior, fees are refundable less \$50. Cancellations within 30 days to the date of the conference are subject to a \$100 cancel charge, based on reason for cancellation. Cancellations within 1 week to date of conference are generally non-refundable and no-shows (for any reason) are always non-refundable. All payments made by Visa or MasterCard carry a \$10 cancel fee regardless of time of cancellation.

**Remember:** If you need help or more time, please call (800) 550-1950 or Email: [info@teenleader.org](mailto:info@teenleader.org).

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