

Donation Request Letter Campaign Instructions

Hello Renaissance High School for the Arts families!

It is up to all of us, the Parents for the Arts (PARTS) booster club and students, to make this year the best possible! A big part of this success lies in effective fundraising.

One of our first fundraisers is the “Donation Request” letter campaign. It’s fast, easy, and has been very successful in past years to bring in funds. There are many people in your life that want to contribute to local education programs. This donation request gives people the opportunity to support you and the work our students do at RHSA.

The donation request can be made electronically or by USPS mail. If you choose electronic, download a pdf from www.rhsaparts.org send the pdf as an attachment to each person/organization/business on your list via email.

Be sure to personalize it by including a brief memorable note in the body of your email!

If you choose to solicit using USPS, it works like this:

1. Purchase 20 (or more) legal-size envelopes and 20 postage stamps.
2. Make a list of people you know and that know you, e.g. **family members** (grandparents, aunts, uncles, cousins), **friends** (your friends, your friend’s parents, your parent’s friends), and **community members** (pediatrician, dentist, orthodontist, banker, accountant).
3. Personalize the provided donation letter by handwriting the person’s name in the salutation and signing your name after the closing.
4. To make your letter even more memorable, include a brief, personal note at the bottom of the letter. Put the letter inside the stamped envelope addressed to the person receiving it.
5. Provide a stamped, return envelope for their donation by addressing a second envelope to RHSA as follows:

RHSA PARTS
PO Box 1076
Long Beach, CA 90801

6. Mail your letters!

Thank you for your participation and don’t hesitate to reach out with any questions!

RHSA Board Members
rhsaparts@gmail.com

Want to join us? We’d love to have you! Go to rhsaparts.org or contact rhsaparts@gmail.com