In addition to the Green Fund, there are several ways that you can fund your projects or events. You can look for donations, sponsorships, partnerships with organizations or departments, and grants. It is good to look for many sources of funding and not rely on one option.

**Hosting Fundraisers**
If you have a smaller project that only needs a few hundred dollars you can probably cover those costs doing small fundraisers throughout the year. These can be educational events, bake sales, movie showings, percentage nights at restaurants where you get a percentage of their profits for the night, and tabling at a community events such as Second Saturdays.

**Donations**
Donations are generally given by businesses or individuals that would like to contribute in some way, but they come in small amounts. Donations can include cash/check donations, gift cards, products, and food. You will need to start months prior to when you need the money or items because you also will need time for businesses to process the requests.

1. Make a list of things you will need and identify businesses or individuals that might be able to give them to you. Do not ask for everything you need from one business.
2. Write a donation request letter for your organization.
   a. Should be on a letterhead.
   b. Talk about your group and why it is important that the business/individual help you.
   c. Describe what the event or project entails and what the donations will be used for.
   d. Have the leader of the group or club sign the letter.
3. Visit the businesses in person. It is harder to say “no” to a person than to a letter.
4. If you get a donation, write a thank you note.

See a detailed example on the next page:
Sponsorships

Sponsorships are larger cash donations for a project, program or event. Sponsors are encouraged to give money because they generally get something in return, such as publicity.

1. Make goals for how much money you need donated.
2. Based off those goals, make sponsorship levels. These levels should offer benefits for the sponsors. The more money they give, the more benefits that they will receive.
3. Make a form that can be sent to businesses asking for sponsorship. On the form include:
   - Business contact information
● Information about the levels of sponsorship, and a way for them to indicate which level they would like.
● Your contact information
4. Put the form in a packet with information about the program, such as a brochure, flyer, one page info sheet about what environmental issue you are addressing etc.
5. Identify businesses and individuals that you could ask for sponsorship. Again, saying “no” to a person is harder than saying “no” to a letter. It is more convincing and personal to hand deliver your packet and talk to the people who you are asking for help from.
6. If they sponsor you, act on the commitments you made to them in the sponsorship form.
7. Send a thank you note, and tell them about the successes of the projects due to their gift.

Carbon Down Arizona

Levels of Partnership:
A. Green $1000+
B. Red $500 - $999
C. Blue $100 - $499

Earth Day 2013, Carbon Down Arizona, will be held this year by Students for Sustainability on April 22nd. Partnerships may be monetary and/or in-kind contributions. All contributions go directly to cover the costs of the Event or to the UNEP Billion Tree Campaign.

Partners receive various benefits including the following:

Green Package $1000 minimum
- Your logo large on official Earth Day Staff T-shirts
- Your logo as Green Level Partner on our website homepage and sponsor page with a link to your website
- Your logo printed on all SFS event banners
- Your logo on all SFS advertisements
- Prime exhibitor space and an opportunity to hang your banner at the event
- Earth Day appreciation plaque

Red Package $500 - $999
- Your logo small on official Earth Day Staff T-shirts
- Your logo as a Red Level Partner on our website sponsor page with a link to your website
- Your logo on all SFS printed advertisement

Blue Package $100 - $499
- Your name as a Blue Level Partner on our website sponsor page with a link to your website
- Your logo on select SFS print distribution
Sponsorship Form

Individual Contact Information:

<table>
<thead>
<tr>
<th>Organization Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual Contact Name</td>
<td></td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>City/State/ZIP Code</td>
<td></td>
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<tr>
<td>Telephone (business)</td>
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<tr>
<td>E-mail</td>
<td></td>
</tr>
<tr>
<td>Fax</td>
<td></td>
</tr>
</tbody>
</table>

A) Level of Sponsorship:

- [ ] **Green Package** $1000 +
- [ ] **Red Package** $500 - $999
- [ ] **Blue Package** $100 - $499

Donation Amount? $ ____________

B) Sponsorship may also be given as an in-kind donation (ex. Materials, space, etc.) If you would like to give sponsorship in this way please select the box below.

- [ ] In Kind Sponsorship

This donation will include: _________________________________.
Approximate price: $___________. (The appropriate package will be rewarded according to this amount).

**Payments will be accepted by check or cash only.** Please make checks payable to: ASUA (Associated Students of the University of Arizona). Please mail or bring the filled out sponsorship form and payment to the below address: