

## Instructions for ASB Letter-Writing Fundraiser (2 pages)

### Step 1: Gather 7 or more names & addresses.

- Find people who would be likely to...
  - a) support the causes we're going to be helping,
  - b) support the idea of college students volunteering and learning good citizenship,
  - c) want to help you, or
  - d) take advantage of the "tax deductible" aspect
- We suggest you look for family friends, relatives, past teachers or mentors, churches, community organizations & clubs from your home town, small businesses you have some connection to...
- If you're not sure who to ask, your parents might have some suggestions
- If you're REALLY stuck, come to us and we'll help you think of somebody

### Step 2: Download Sample Letter document

- Get from the ASB site <http://www1.indstate.edu/publicservice/students/asb.htm>, or
- Open it from your email

### Step 3: Enter your info into the Sample Letter

- Enter into the letter the correct information in all the places surrounded by < > marks. That includes the **date**, **recipients name** and **their full address**, and **your name**.
- Check to make sure you delete all the < > marks, too!

### Step 4: Print & Sign letters

- If you don't have access to a printer or have no printing money in your account, save them to a disk or email them to Amy or Crystal so we can print them for you here.
- Print in color if you can, because there's a blue border.
- Sign every letter, just above where your name is typed.
- If you can, hand-write a little personal note at the bottom. These make a big difference when they read the letters. For example, you might write to your high school Spanish teacher that you're looking forward to using your second language for a good cause with refugees or you could tell your youth pastor or uncle that this is how you're going to stay out of trouble this spring. Even just "I thought you'd be interested in this, since you've always had a heart for helping those less fortunate." Or "This will be a great way for me to practice my construction skills!"

### Step 5: Bring to CPSCE & Write your envelopes

- Take the letters to Tirey 132A/134A and find Amy, Crystal, or another CPSCE staff member.
- Either: Hand-write the addresses on the envelopes and add your name to the return address. OR: Don't, but only if you have *really* bad handwriting.
- DO NOT seal them in an envelope. We need to put a "response" slip in each one first.
- Leave the letters & envelopes at CPSCE, where we will mail them. (That's free postage for you!)

To get “credit” for letter-writing (and so to get your share of fundraising), you must:

- Bring seven letters to seven *different, correct* addresses
  - Exception: If you bring in a check or cash donation from someone you didn’t send a letter to, this can count as one of your letters. *However*, that donation can’t be going directly to pay just for your trip. It would go into the group fund.
- Follow the instructions above completely,
  - Exception: If you go above and beyond (hand-write your letter, for instance, or add a personal note to the typed letter)
- Have all of them finished and turned in by the January 26<sup>th</sup> meeting. –But before Winter break would be even better!