Fundraising Guide
# Table of Contents

Introduction 3

Five Minute Guide to Fundraising 4

Do’s and Don’t’s of Fundraising 5

Getting Started 6

Who Can I Ask? 7

Donations 9
  Direct Solicitation by Mail 9
  Direct Solicitation One-on-One 10
  Direct Solicitation to a Group 10
  In-Kind Donations 11
  Grants and Other Resources 11
  Online Donations 12

Ideas for Fundraising 14

Giving Back 15

Tax Deductible Donations & Logistical Fundraising 16

WorldTeach Fact Sheet 18

Sample Fundraising Letters and Documents 19
Asking people for money, especially when you need to raise thousands of dollars, can seem intimidating and overwhelming. However, it may not be as difficult as it seems. Thousands of WorldTeach volunteers have raised the necessary funds for their programs, and the fundraising process can be enjoyable and rewarding!

The **most important element** of a successful fundraising effort is your own enthusiasm and commitment for the WorldTeach program and for the adventure you are about to embark on. These qualities will be why people contribute to your cause, and your fundraising efforts should be designed to let these qualities shine through.

The **second most important element** of fundraising is having a clear game plan – knowing what needs to be done and moving quickly to start raising money. Fundraising takes time and careful planning, but this fundraising guide will help you outline your game plan. It also provides suggestions on how to get started, how to determine your fundraising goal, what activities and events have been successful for volunteers in the past and even samples of letters that you can distribute asking for donations.

Fundraising should be fun! It is important to find the best way to communicate your mission, your cause, and your need for support to the people in your network who might be able to contribute to your efforts. A year of volunteering overseas is an amazing experience. Fundraising should add to your enthusiasm, not detract from it. We encourage you to take on this fun and exciting challenge!
A Five Minute Guide to Fundraising

#1 Ask for support.
Ask for contributions politely and directly, every time you meet with or write to a potential donor. It is easy to talk about the WorldTeach program, but a potential donor will know that you expect something more. Unless you ask them for a contribution after describing your program, they won’t know how to help!

#2 Establish a relationship with your donors.
People give to people – you will have the most success with people who are peers, or people you are somehow associated with. Alumni write to other alumni, athletes to athletes, club members to other club members. Even if some of the people you ask don’t know you personally, try to establish something in common with them, and they will feel a greater pull to give.

#3 Suggest amounts that are realistic.
Do your homework before asking donors to give money. Don’t ask a $10 donor for $100. Most importantly, make every gift, however large or small; seem really important - because it is.

#4 Remember the cause.
The money you are raising is a contribution towards the costs of placing a much needed volunteer in an under-resourced school in a developing country. Remember that this will not only be a wonderful experience for you, it will also help improve educational opportunities for students overseas. Make sure your donors realize this as well.

#5 You can’t thank a donor too much.
Send thank you letters within 24 hours of the receipt of the donation. You should also reply to those people, groups or institutions who do not grant you a donation as well, thanking them for their consideration. It’s just good manners!
Getting Ready to Fundraise

The Do’s and Don’t’s of Fundraising

What To Do:

Ask for money - straight out, every time you meet or write to a potential donor. It is easy to talk about the program, but the donor will know that you expect something more. Be up front about it, and go ahead and ask!

Be confident in your mission. You are committing a significant period of your life to an outstanding cause: the education of others and of yourself. Be sure to convey your energy and excitement to your donors.

Learn about your destination country. Gather all the information you can about your country and specifics about the WorldTeach program there. Use and promote the WorldTeach website - www.worldteach.org - as a source of information for both you and your potential donors.

Suggest a specific amount to each donor. Donors will not know the amount you actually need to raise, and will find it easier if they do not have to choose a figure on their own. Do your homework and ask for an appropriate amount that matches each donor’s resources. (A table to calculate your fundraising goal can be found on page 5 of this guide.)

Update the people that help you while you are abroad through blogs and emails. Giving money should be a mutually rewarding experience. Your donors may be excited to get involved in something that they never had the chance to do.

Network, even if you don’t particularly like the idea. Ask people to refer you to other people who might be interested in what you’re doing. The more people you contact, the larger your giving base will become, and the more people you will be able to involve in your experience.

What Not To Do:

Don’t wait. It takes more time than you realize for people to think about your request and make the decision to help you. You need to raise the money to cover your participation costs and other costs before you depart for your teaching experience. Start now!

Don’t get discouraged. Don’t take it personally or let initial disappointments deter you. You will likely get several “no’s” before you get that first golden “yes.” It can take a lot of requests to get just one positive response - but one positive response usually leads to another, and another, etc.

* Only the WorldTeach volunteer commitment, paid directly to WorldTeach, is tax deductible for the donor. See page 17 for more information on tax deductibility.

** Year-long and semester volunteers receive a living allowance; this allowance is enough to cover basic living expenses.
The hardest part of fundraising may be just getting started! It will all seem daunting at first with the questions of who to ask, how to ask and how much to ask for. Fundraising can be like learning to dive: “The longer you stand and stare at the water, the worse it becomes...the more apprehensive you feel. You just have to dive in.”

The first thing to do is to determine exactly how much you will need to raise and how much you can expect to pay out of pocket. This may make the whole fundraising process seem less daunting.

### Determining Your Fundraising Goal

Before you do any fundraising, you’ll need to know how much money you will need to raise. The amount will depend on where you’re going, and the kind of lifestyle you plan to have there. Use this worksheet to help you calculate your potential costs:

| WorldTeach Volunteer Commitment                     | $ ________ |
| Spending money for the program*                      | $ ________ |
| Transport from your home to the departure city and back (domestic add-on) | $ ________ |
| Medical exam, tests, immunizations (if not covered by your insurance) | $ ________ |
| Clothing, equipment and supplies you will need to buy | $ ________ |
| Passport application fee (if don’t have one already) | $ ________ |
| Pre-Departure Visa processing expenses*               | $ ________ |
| Expenses you will have at home while you are gone such as student loans, rent, etc. | $ ________ |

**TOTAL FUNDS NEEDED** $ ________

*Refer to Acceptance Material for estimates on these as they are program specific

### Estimate how much you will be able to contribute yourself

It looks much better to prospective donors if they know that some of your own funds are going towards the cause as well. This way, when you approach potential donors, you can say, “I have already contributed X-amount of dollars, but volunteering overseas is expensive, and I need to raise Y-amount more.”

| Total Funds Needed                      | $ ________ |
| Estimated Personal Contribution (subtract from Total Funds) | $ ________ |

**FUNDRAISING GOAL** $ ________
Volunteers work at schools on Catholic, Anglican and Lutheran diocese may be a good place to start. In Namibia, many volunteers make two lists: one for peers, classmates, and others who will only be able to contribute a small amount; and one for former teachers, professors, coaches, advisors, supervisors, friends of your parents, and others who may be able to contribute $50 or more. The letters may be similar in content, but one will probably be more formal than the other. In this letter, explain your plans and ask for their support. You can also follow up your letters with a phone call, especially to those who are likely able to give you larger amounts.

1. Your College or University
Many colleges and universities have money available for students and alumni who want to pursue public service work. In addition, there may be people at your university who may be interested in contributing to your project overseas. Administrators, professors, advisors, proctors, chaplains, and coaches may all lend support to your fundraising drive. Try speaking with an area specific department at your university (such as the Latin American Studies Department), as they may be able to help fund your service. School fellowships and grants, discretionary funds and relevant academic departments may all be good sources of potential funding. In addition, your school’s Internships, Career Services, or Study Abroad offices may be a good source for funding ideas.

2. Clubs and Organizations
Your school newspaper, your athletic teams, your residential college, your dormitory co-op, your fraternity/sorority, and any clubs in which you have been a member may all be sources of support. Ask these organizations if there are any funds available. If there aren’t any central funds available, you could consider soliciting your fellow members through direct mail or through an event.

3. Your Church, Synagogue or other Religious Organization
The church, synagogue, or other religious organization in your hometown, or at your university, may have funds available for members of the community. Many churches have money available from a centrally administered fund. They might also allow you to ask for direct donations from the congregation.

In the past, volunteers have asked their minister or rabbi to make an announcement at weekend services about their involvement in the WorldTeach program. Sometimes, the volunteers can make the announcement themselves, addressing the congregation about their hopes and plans for the year that lies ahead. You may also want to add a note to the newsletter that circulates to all the members of the congregation, or post an announcement on the bulletin board.

If you are headed for Ecuador or Costa Rica, where the vast majority of the population is Catholic, the Catholic diocese may be a good place to start. In Namibia, many volunteers work at schools on Catholic, Anglican and Lutheran missions. If you are headed for Namibia, you may want to arrange some kind of letter or other exchange between your school and a church or Sunday school class back home.

4. Other Schools or Learning Institutions
Many high schools, junior high schools, and even elementary schools, have special funding set aside for their alumni. Arrange a meeting to discuss any available sponsorship from your school. Offer to speak at a school assembly. You may also want to consider linking your old school to the school where you will teach during your time overseas.

5. Community Based Organizations
Local organizations in your community may also be willing to help support your WorldTeach experience. Ask your Chamber of Commerce about local civic groups (Rotary Clubs, Lion’s Clubs, Kiwanis Clubs, Soroptimists, minority and cultural affairs groups, etc.) in your area.

Family and Friends
It’s never easy to ask your parents for money, especially if you have just finished college and your parents have contributed significantly to your tuition. Despite this, your parents, grandparents, sisters and brothers, aunts and uncles and other extended family members can all be excellent sources for contributions.

If you can expect to receive birthday, holiday, or graduation gifts, consider asking instead for money to put toward your WorldTeach volunteer commitment.

If you convince your family that you are making a responsible decision to spend time teaching overseas, and if you involve them in your preparations, they will probably be more willing to support you.

6. Corporations
Most large corporate foundations do not give grants to individuals. Small companies, however, may be able to contribute to your fundraising campaign. The volunteers who have had success fundraising at corporations have solicited funds either from their former employers or from small, local stores and companies.

Target stores and businesses where you have a personal contact, or that may share a common interest with the WorldTeach program or the country where you will be teaching. For example, if you are going to Namibia, find an African jewelry store, or an African bookstore, which may be willing to support your cause.
To raise money for her trip to South Africa, one WorldTeach volunteer took advantage of her crew teammates’ spring break training camp. With permission from one of the dormitories to use its kitchen, she held a pancake dinner for all the rowers. She recruited friends and roommates to do the flipping, and asked a local farm to donate the pure maple syrup. At the end of the evening, she had earned $350 towards her volunteer commitment!

One volunteer was extremely successful in financing her spontaneous decision to go to Namibia, raising over $6,000 and having only a month to do so. She took care in appealing through personalized letters to people she had good connections with, such as family, friends and her parent’s friends. Her biggest donor though, donating $1,000, was her sister’s boss who has an adopted child from Africa!
One of the simplest, and often the least costly, forms of fundraising is simply asking people for their support! However, there are many different types of donations and ways in which to go about gathering donations. This section will outline some of them to give you some ideas to get started.

How to Ask

1. Direct Solicitation by Mail

Direct mail is often one of the easiest and least stressful ways to ask for support – you get the chance to write out exactly what you want to say to donors, and they can read the letter at their leisure. Direct mail is less likely to result in a donation than a personal one-on-one request, but when combined with personal follow-up it can be a highly effective way to begin your fundraising campaign. There are certain things you can do to make your letter or email even more effective:

1. **Be yourself!** Your contacts want to hear your story and your request, not a marketing letter. Make sure your letter reads like something you’d be likely to say in person!

2. **Keep it short and sweet.** Respect your readers’ time. Although the letter should be from the heart, it should also be brief – no longer than one and a half pages. Think of the letter as containing only three brief sections: (1) an opening personal anecdote, (2) a description of the request and what it will support, and (3) an explanation of what the donor’s personal contribution would make possible.

3. **Let your reader know up front that you are asking for their support.** Phrase your request clearly and politely. For example, you might write “In order to teach in Ecuador next year, I will need to raise $4,990 to cover expenses related to travel and training. I am writing to ask you to consider making a contribution to my effort.”

4. **Include clear instructions on how to contribute, and by when.** If you need to raise funds by a certain date, make that very clear. Otherwise the letter may sit on your donor’s desk for months! You may want to include a pre-addressed envelope and a donation slip. These ensure that the contributions reach the right destination.

5. **Ask for a specific amount of money.** Your letter should request a specific gift, or list a few options and indicate what they provide. For instance: “a $25 gift will allow me to purchase drawing supplies for my classroom”.

6. **Personalize your letter with a handwritten note.** Often you have too many people on your list to write a personalized letter to each. However, just a few words written as a note at the top of the page reminds people of their personal connection to you. Even very brief notes – “Hope you can help. Looking forward to seeing you next Sunday.” – can make a big difference in response rate.

Microsoft Office has a number of sophisticated mail merge features that offer almost unlimited possibilities for creating and customizing form letters.

Once you’ve sent out your letters, you may need to follow up with people – either by mail or phone – to remind them of your fundraising effort.

2. Direct Solicitation One-on-One

The most effective form of fundraising is often direct solicitation, or the “direct ask”. A direct solicitation is a meeting with someone to discuss your fundraising needs and goals, so they have solid reasons to support your cause. This meeting ends in a formal request for support by asking them “will you help support my teaching overseas?” As with direct mail, it’s important to respect your donor’s time, and give specific information such as a suggested gift amount and be sure to describe exactly what the money will support.
With direct solicitations you should always have a series of “asks” planned, so that if the person is unable to contribute the donation you at first suggested, they still can help your efforts. For example, if you were meeting with the president of the local Kiwanis Club to request a donation from the club, you might first request a donation of $250. If the club is unable to donate this amount, your next request might be to ask if you can make a presentation at the next club meeting about your trip, and ask members for contributions. If that doesn’t work either but your prospect still wants to help out in some way, you might ask him if he knows any people in the Club or in the community who may be interested in supporting your efforts, and if he could introduce you to them. (This also gives him the perfect opportunity to make a personal contribution.)

Double your donation – Ask individual donors about their company’s matching gift program. Many companies have programs in which they will match a donation given by an employee or former employee. Donors will need a contribution receipt and the donation must be tax deductible in order to participate (and, in some cases, WorldTeach may need to fill out a form with organizational information), but matching gifts can be an easy way to double your friends’, family’s, and colleagues’ contributions.

3. Direct Solicitation to a Group

The great thing about requesting support from a group of people is that the small amounts of support that each person contributes add up to a large sum! There are a number of creative ways that you can raise small amounts of money from groups of people. Consider these examples:

- **Take advantage of community events sponsored by service clubs or sports teams.** These events are excellent opportunities for you to make a plug for your cause. If the organization publishes a program for the event, you could submit an article describing WorldTeach and asking for support.

- **When asking family and friends for support, take advantage of any family reunions that are planned.** Make a formal presentation to request support from your family and pass the hat.

- **Write a letter to the editor of the paper or local magazine describing your project and asking for support.** Approach the newspaper’s editor individually about helping to sponsor you in return for regular, publishable letters from you. Smaller papers are more likely to be interested in your project. (We ask that any letters or articles for publication first be cleared by WorldTeach in order to ensure accuracy).

Finally, it’s important to remind all levels of donors exactly what their support will make possible – and that your commitment to serve as a volunteer teacher overseas would not be possible without their help.

4. In Kind Donations

In-kind donations are gifts of services or objects rather than money. Many potential donors won’t give cash, but might contribute something else. Many expenses you will incur can be covered by in-kind donations. In-kind donations given
Donations

directly to you are not tax-deductible as you are directly benefiting from them.

Travel
Approach a travel agent or airline about donating either your airfare or a ticket to the gateway departure city. Or, ask someone you know who travels a lot to transfer frequent flyer miles to you.

Health
Ask your doctor or travel clinic about providing travel immunizations or other health work for free. If either of your parents is in the Armed Forces, you may be able to get immunizations for free as well. Be sure to ask them if their benefits will cover your immunizations.

Supplies, Clothing, and Gear
Approach a local bookstore about donating books or supplies that you might need for your classroom. Also contact clothing companies, gear stores, or catalog companies to donate clothes and other supplies.

5. Grants and Other Resources

A few national organizations and foundations make grants to individuals for programs like WorldTeach. For more information, contact the organizations below. You can also check the Foundation Center at www.fdncenter.org, an on-line source for national fundraising information with links to local websites.

Volunteers for Prosperity. For experienced teachers, you may be able to find funding for summer programs through USAID’s Volunteers for Prosperity program. Please check their website for more information: http://www.volunteersforprosperity.gov/for_vol.php.

The Samuel Huntington Service Award is a $10,000 award given to a graduating college senior to pursue public service anywhere in the world. The activity can be undertaken by the student alone or working through established charitable, religious, education, governmental, or other public service organizations. One to two awards are given nationally. Approximately 120 applications are received each year, and about 20 finalists are selected for an interview. Application deadline is February 15 of each year. Contact:

Samuel Huntington Fund
25 Research Drive
Westborough, MA 01582
508-389-2125.

Sara’s Wish Foundation. This foundation, begun in honor of a woman killed in a traffic accident while traveling overseas, awards scholarships to help young women defray the costs associated with traveling abroad. Scholarship recipients perform a wide variety of public services around the world, contributing to the welfare of the global village. Applicants must show a commitment to public service, a strong record of scholarship, a history of leadership experience, a sincere interest in the work of Sara’s Wish Foundation and a willingness to join with Sara’s Wish Foundation in its ongoing efforts to improve safety awareness. Applications are accepted October through January, and decisions are announced in March. http://www.saraswish.org/international_travel.htm

LIVFund. The organization offers $500 scholarships to people learning, interning, or volunteering in Latin America. They accept applications year-round and require each recipient to post 3 blogs on their site.
Rotary Club Grants. Many local Rotary Clubs are interested in international development work, and may even have a partner overseas. Visit their website at www.rotary.org to obtain a listing of local chapters as well. Rotary Foundation Scholarships are open to citizens of the U.S. and other countries in which Rotary Clubs are located. Applications are due approximately 18 months prior to the beginning of travel abroad.

WorldTeach Alumni. As individuals who have been in your situation before, WorldTeach alumni may be a helpful resource for you. There may be returned volunteers in your area who could help you put on a fundraising event, or provide advice and counsel on certain fundraising ideas and techniques. WorldTeach can also try put you in touch with an alum who was particularly successful at fundraising who could offer suggestions once your fundraising campaign is underway. For information on alumni in your area, contact the WorldTeach Alumni Relations Coordinator in the US office at 1-800-4-TEACH-0, or email alumni@worldteach.org.

6. Online Donations

A large number of volunteers are now using online resources to make fundraising more convenient for their donors. Many people who donate find giving online easier and faster than writing a check. Consider these options:

- Make payments via the WorldTeach website by clicking on the “Donate Now” button on our homepage. This is by far the easiest and most preferred method for both personal and third party contributions. Payments are made via all major credit cards or through your personal PayPal account. It’s your choice. Just make sure that you inform your donors to enter your name and program on the “Purpose” field so we can make sure the donation is allocated to your volunteer commitment! Online donations of under $100 will be charged a $1.50 fee per transaction that will be added back onto the program fee or deposit. To avoid this fee, please have donor pay by check or ACH.

- WorldTeach offers a personal funding page of its own, called Friends asking Friends, similar to a page that you would use for a charitable Walkathon. This page is accessible at http://www.worldteach.org/fundraising. Friends asking Friends allows volunteers to set a fundraising goal, post photos and a narrative, and track donations as they come in. Volunteers can also customize the page to include any communications with donors. Donations made through this page are charged a 4.4% fee per transaction.

- Create a personal web page on First Giving, which is a great way to promote your individual fundraising goals. Please note there is a 7% service fee deducted from each donation when using this site.

- Start a Facebook Cause, which allows you to create your own Cause. Just make sure to list WorldTeach as the beneficiary and any donation made will go towards your personal volunteer commitment. Please note there is a 5% service fee deducted from each donation when using this site.

- WorldTeach is also partnering with Universal Giving, an online resource that connects donors and volunteers to NGO’s:
  1. Have your donors go directly to WorldTeach’s link on Universal Giving (http://www.universalgiving.org/donate/worldteach/id4947.do).
  2. Donors must register with UniversalGiving to be able to donate.
  3. Once on the link and registered, make sure your donors click on the “donate on behalf of someone” feature and have them fill in your name so that the donation will go directly towards your volunteer commitment. Please note that if they do not do this, the donation will go to WorldTeach’s General Fund and not your personal volunteer commitment. Also, if your donor accidentally donates to UniversalGiving (a nonprofit itself), we will not be able to recover those funds and allocate them to your volunteer commitment. For these reasons, we highly suggest directing donors to our website.

Note: To save paper, WorldTeach will provide e-mailed receipts whenever possible. We can only send receipts to donors who pay WorldTeach directly. First Giving, Facebook, and Universal Giving provide their own receipts.
One 2010 volunteer decided to take time off from his career in investment banking and serve as a teacher in Costa Rica. He was able to get his employer to provide a matching grant to fund half of his volunteer commitment.

One volunteer appealed to his Lutheran church in his hometown for funding. His university also happened to be affiliated with the Lutheran church, so he managed to make a persuasive case for winning matching funding from his university chaplaincy. Between his church at home and his church at school, he was awarded nearly $800 in funding.
One of the most enjoyable elements of fundraising is thinking up creative events to help you reach your goal. The best approach to event planning is to think of an activity that you really enjoy, and find a way to raise money doing it. With a little planning, you can use sports, music, drama, comedy, or almost any other means to help you raise money. (But be careful – don’t spend more money on the event than you are sure to get back!).

1. Parties
A party with your college contacts has the potential to raise a lot of money. If you decide to try this, attempt to get donations of everything you will need, including space, food, beverages and music, so that all the proceeds will go towards your goal.

You could have an ice cream party and invite your friends. Ask a local store to donate the ice cream, and charge an admission price.

If you want to get more creative, have a “Send Sally to China” Party. Make sure the invitation explains the purpose of the party, so that your guests know ahead of time that they are expected to contribute, if only a little. At the party, make a speech about your goals for the upcoming year, and then pass a hat to ask for contributions. Have some material on WorldTeach available for people who want to learn more about the program. Feel free to contact info@worldteach.org to get some promotional material from us to have on-hand and/or give out.

2. Contests
Organize contests such as a walk-a-thon or dance-a-thon. These events are fun and are a way to involve your fellow participants in raising money for the cause. If physical activity isn’t really your forte, the same concept works just as well as a pie-eating or hotdog eating contest where the contestants get sponsored based on the quantity of food they consume! Another idea for a food contest, coming from a recent applicant, is to have a wings eating contest, where there would be an entrance fee. See if the bar will provide the wings for free!

3. Sports Sponsorship
Run, swim or bike in a race or from one state to another. Get sponsors for every mile that you complete. Persuade a friend to join you.

One recent applicant thought of a Stair Climb, where he would climb three of the tallest buildings in Boston and have people pledge one dollar per floor.

4. Auctions
If you’re artistic, sell some of your artwork. Have a special event - a gallery, featuring nothing but your work – and invite everyone you know to bid on your art! Or you could hold an auction with donated goods or something that you have made yourself that is truly unique – like a quilt featuring squares of scenes or fabric patterns of your country-of-service.
Giving Back

One of the ways to improve your chances of success is to find something you can offer your donors in return for their support and to involve them in your experience.

Bon Voyage Party
Either right before you go or just after you return home, give a “Costa Rica or Bust” or “Into Africa” party for everyone who helped.

Blog and Email Updates
Keep a travel blog so those that helped you by donating have a way to keep up with your adventures. You could also send emails to people who donated. Your family and friends will love the updates!

Media Coverage
If you get a group of local businesses to support you, send an editorial to your local paper describing your program and thanking them for supporting you!

You could also offer to make fliers or posters thanking the local business that donated to your program.

Cultural Exchange
If you get a restaurant to donate to your program, offer to bring back local recipes from your placement country – you could even email it while you’re abroad, and they can offer their cultural cuisine with an explanation of their humanitarian donation!

Souvenirs
Offer to bring back small handicrafts for everyone who supported you.

Don’t get in over your head! If you promise something, you have to deliver, so make sure you can follow up on your pledges. Think of a commitment before you take it on. One volunteer attempted to knit hats to raise her volunteer commitment. She was quickly frustrated and discouraged by how low it took to make each one. Set realistic goals!
Donations to WorldTeach and for WorldTeach volunteer commitments are tax deductible. It is important to stress that you will be in a developing country for the primary purpose of providing a voluntary service - not to travel or earn money at a paid job. WorldTeach will issue receipts to your donors. Donations must be made out to “WorldTeach” and the donor’s address must be on the check or included with it in order for a receipt to be issued.

Only funds being applied to your volunteer commitment are tax deductible. For example, if you would like to raise more funds than are needed for the actual volunteer commitment in order to use them for your connecting flight, you must ask donors to pay you directly, as those funds are not tax deductible. However, if the extra amount is given to WorldTeach for general purposes and operations, the donation is tax deductible under federal tax laws. Donations in-kind made directly to you are not tax deductible.

As soon as a check is cleared, we will mail a receipt to your donor stipulating that no goods or services have been provided in consideration for their contribution, and identifying WorldTeach as a registered 501(c)3 non-profit, registered with the Secretary of State of Massachusetts so that their donation is tax deductible to the extent federal law allows.

The WorldTeach Tax ID Number. Some potential donors, especially businesses or other institutions will need the WorldTeach Federal Tax Identification Number, or EIN. In this case, please call the WorldTeach office to discuss your fundraising plans.

Be sure to contact WorldTeach if you have any questions about tax deductibility issues, as it is extremely important to represent the WorldTeach organization and tax deductible donations accurately. Please be aware that all tax-deductible donations towards volunteer commitments must be received by your departure date. Any donations received after this date will be applied towards the WorldTeach general fund for your program, not to your refund amount.

Payments, Refunds, and Overpayments
Upon your departure, WorldTeach will close out your volunteer commitment account and calculate any refunds (for overpayment) due to you or your parent/family member. If you are due a refund, a check will be sent to your permanent home address or to someone who can deposit it into your account on your behalf. Refunds under $100 owed to the volunteer will be given in-country by your Field Director. Refunds over $100 will be mailed in the US via a check. International volunteers may receive a wire transfer. It is your responsibility to make sure we have this correct information. Any donations received past the two-week post-departure grace period will be accepted as general donations to the general fund for your program and cannot be credited to your volunteer commitment. Remember, if you end up raising more than you anticipated and donations exceed the volunteer commitment, WorldTeach can only refund the amount contributed by the volunteer (or parent) toward the commitment. Third party donations are never refunded under any circumstance.
And When in Doubt, Remember Casey’s Words of Wisdom!

“I used the fundraising guide that WorldTeach provided as a starting off point and I would encourage people to rely on that for ideas, past successful campaigns, etc. One of the best aspects of fundraising for the program is the commitment and desire you acquire to go to (your country of service) once you’ve raised all the money. A fundraiser is most compelling if they have a belief in their cause. I think this was what enabled me to raise $10,000 when I only intended to raise $6,000. Throughout the progress of my campaign, I became more committed to my soon-to-be responsibilities in Namibia because I was constantly “selling” the program. I also became better acquainted to the WorldTeach program because most potential donors would ask insightful, difficult questions that I would have to answer or research to find the answers. Fundraising also helped me to mentally prepare to go to Namibia since the goal was always on my mind. I had a fantastic experience fundraising for WorldTeach.”

-Casey Lintern, Namibia ‘98
## Contact Information

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79 John F. Kennedy Street, Box 122
Cambridge, MA 02138

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Cambridge, MA 02138
617/495-5527
info@worldteach.org

## Full-time Staff

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- **Becky Davis**, *Program Manager*
- **Shawn Pate**, *Program Manager*
- **Cara Abel**, *Program Manager*
- **Katrina Deutsch**, *Director of Education*

## Mission

WorldTeach is an independently incorporated, 501(c)3 tax exempt organization that partners with governments and other organizations in developing countries to provide volunteer teachers to meet local needs and promote responsible global citizenship.

## WorldTeach History

WorldTeach was founded in 1986 by a small group of Harvard graduates and students who had worked in Kenya in the mid-1980s. The organization was established as a committee of the Phillips Brooks House Association, Harvard’s center for undergraduate volunteer social service activities, with the support of a number of Harvard faculty members and administrators.

Since its inception, WorldTeach has placed nearly 5,000 volunteers at schools and other educational institutions in American Samoa, Bangladesh, Bulgaria, Chile, China, Costa Rica, Ecuador, Guyana, Honduras, Kenya, Lithuania, the Marshall Islands, Mexico, Micronesia, Namibia, Panama, Poland, Russia, Rwanda, South Africa, Tanzania, Thailand, and Vietnam.

## Governance & Staff

WorldTeach is overseen by a Board of Directors. The Board meets regularly to review programs and operations, monitor annual and long-range plans, approve budgets, and establish institutional policy.

WorldTeach maintains a professional staff of nine at its headquarters in Cambridge, Massachusetts, who are supported by a talented and dedicated team of part-time Harvard student workers. Overseas, each program is administered by a full-time field director, who arranges teaching positions and provides orientation, training, and ongoing support for both volunteers and host schools during the year.

## Budget & Income

WorldTeach’s annual operating budget is about $3 million. Funding for WorldTeach operations comes primarily from the volunteer commitment paid or raised by volunteers to cover the cost of international travel, health insurance, training, in-country support and a small portion of administrative costs. Host institutions provide housing and a small living allowance for volunteers. For some programs the host country government provides additional funding. Additional support is received from the Center of International Development and donations from individuals or foundation grants for specific projects.
SAMPLE LETTER

LETTER TO COMMUNITY ORGANIZATION OR LOCAL BUSINESS

Mr. or Ms. Funder
President, Local Service Club/Local Business
123 Money Street
Anytown, USA 12345

Dear Mr. and Ms. Funder:

My name is [Jane Teacher] and I have just been accepted to be a volunteer for WorldTeach, a non-profit organization that places volunteers as teachers in under-resourced schools in the developing world. I will be traveling to Ecuador in just five months to teach English in a secondary school. Knowledge of English is very important to Ecuador's development plans. For many students, it is required to find a job or qualify for higher education. By helping to improve the standard of English instruction, I can contribute to Ecuador's development, give some people a better chance of getting a job, and on a very small scale, help increase understanding and awareness on the part of Americans of this beautiful and deserving South American country.

As you may have seen in the news recently, Ecuador has undergone some painful economic transitions, which have been magnified by the lasting devastation of the effects of El Nino in Ecuador's coastal regions. Ecuador faces serious problems including a huge foreign debt, rising inflation, and increasing poverty and unemployment. The education system cannot meet the needs of the population, especially with so many other challenges that must be faced.

As with any such undertaking, there is a cost involved. Because I have long been familiar with your leadership role in the [business] community, I am asking you to consider sponsoring a portion of my costs. The cost of my placement, training, air travel, insurance and field support for the year is almost $5,000. My goal is to raise half of this amount through my own friends and family, and the other half through the support of community based organizations such as yours.

I would be happy to come to a meeting [of your club's officers] [with you] and explain a little more about the program and my reasons for needing assistance. I would also be happy to give a presentation to your group upon my return from my teaching assignment overseas or send you a newsletter while abroad.

Thank you for considering my request. I would be very grateful for your support and know that I would make you proud of your investment. I will contact you in the next week to further discuss this opportunity with you.

Sincerely,

[Jane Teachers]

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Donor Designation Form

Please accept my support of the success of [Jane Teacher] in Ecuador. I am donating

_____ $50      _____ $100      _____ $250      _____ $500      _____ other

towards this effort! Please send my receipt for this tax-deductible donation to the address on my check
or to: ________________________________

I understand that my donation is to WorldTeach and that should the volunteer named above withdraw, my donation will go towards the General Fund.

______________________________
Signature & Date
SAMPLE LETTER
MASS MAILING TO FRIENDS/FAMILY

Dear Friends:

I am writing to ask for your support with a project I've become involved with and is very important to me. I have recently been accepted as a volunteer for WorldTeach, a non-profit organization that places volunteers as teachers in schools in developing countries. In just over three months, I will be traveling to Namibia to teach in schools which do not have enough teachers.

As you may know, Namibia is still struggling to catch up after suffering for so long under the apartheid system. Since independence, the Namibian school system has been completely restructured. Virtually all curricula have been rewritten, the medium of instruction changed to English, and the English courses totally revamped. WorldTeach volunteers take part in all facets of this relatively new education system, with some teaching mathematics, science, or English in secondary schools, and others working as resource teachers at primary schools, training other teachers, or working on community English teaching projects involving adults.

On a continent torn by violence and war, Namibia stands out as a peaceful, functioning democracy. This atmosphere of peace and cooperation has allowed Namibia to concentrate its resources on basic needs, and educational reform has been a top priority. It would mean a great deal to me to be able to be a part of this exciting process of improving educational opportunities in Namibia.

During my stay I will receive a small living allowance from my school, enough to cover basic expenses while I serve as a teacher for the year. However, getting there won't be easy, since the cost of volunteering on an international scale is significant. The cost of my placement, training, air travel, insurance and field support for the year is almost $8,000. I am trying to raise the entire volunteer commitment through extra work hours, grants, and a spring break fundraising event, but I also need your help. A donation from you would help make it possible for me to contribute what I have to offer to Namibian students. I will send a newsletter home to all of my sponsors. With southern Africa so much in the news, you will have a unique way to follow events there as they unfold.

Checks should be made out to WorldTeach and marked for me on the memo line. You can pay with a major credit by clicking on "Donate Now" on the WorldTeach homepage: www.worldteach.org. Please note that WorldTeach will send you a receipt for checks or credit cards because all donations are tax deductible! Please understand that you will be donating to WorldTeach and not to me. Should I not be able to go for any reason, your donation would revert to the General Fund.

Please feel free to get in touch with me if you have any questions, ideas, or even if you know anyone who might be interested in this project. Thank you so much for helping make this experience possible for me.

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Donor Designation Form

Please accept my support of the success of [Jane Teacher] in Namibia. I am donating

_____ $50  _____ $100  _____ $250  _____ $500  _____ other

towards this effort! Please send my receipt for this tax-deductible donation to the address on my check or to:

________________________________________

I understand that my donation is to WorldTeach and that should the volunteer named above withdraw,
my donation will go towards the General Fund.

________________________________________

Signature & Date
SAMPLE LETTER

LETTER TO INDIVIDUAL NEWSPAPER EDITOR

Mr. Ed L. Tor
Daily Press
Anytown, USA

Dear Mr. Tor,

I am writing to you with a proposal for a series of articles for the Daily Press.

I am a native of Anytown and have attended the University of Anystate. This fall, I will be traveling to Namibia to spend a year teaching English in a village school.

Namibia faces many challenges: the legacy of apartheid, dealing with refugees from the long-standing Angolan conflict on their northern border, and the devastating effects of the HIV virus. Namibia also lacks qualified teachers. Education is a way to help Namibia address all of these challenges, and schools there are eagerly seeking outside help. Teaching is important to me personally because I feel it is the best way for individual Americans to make a positive contribution on a personal level.

Under the auspices of a non-profit organization called WorldTeach, I will live and work at a Namibian school, teaching English and other subjects to Namibian middle and high school students. I also hope to get involved with efforts to help prevent the spread of AIDS in the region by volunteering for other local organizations.

My proposal is this: I would like to contribute a regular "Letter from Namibia" to the Daily Press. I think that the experiences of an American who is actually living in Namibia and interacting daily with Namibian people might be of interest to your readers, especially since I grew up here in Anytown. Unlike business people, reports, and diplomats, I will be living and working closely with Namibian communities and seeing a side of Namibia that is not always visible to most tourists and casual travelers.

In return, I would ask that the Daily Press help me cover part of the cost of this experience. Although my school will be giving me housing and a small living allowance, I have to raise funds in order cover the cost of airfare, insurance, training, and placement. This totals nearly $6,000 for the year. My friends and family are contributing $1,500; do you think the Daily Press can match that contribution?

A short writing sample is attached to give you an idea of my style. I will call you in one week to discuss this proposal in more detail.

Thank you for your consideration. I hope I will have a chance to talk with you soon.

Sincerely,
[your name]
SAMPLE LETTER & PLEDGE CARD

Dear Friends:

I am about to take an extraordinary trip, and I wanted to see if you want to come along.

In August, I will be departing for Yantai, China, where I will be a volunteer teacher with WorldTeach, a non-profit organization that places teachers in developing and transitional countries like China.

WorldTeach volunteers in China serve two main purposes - they share badly needed teaching skills with Chinese teachers and students of English, and they serve to help keep the lines of person-to-person cultural contact open during this critical time in modern Chinese history. While still a relatively poor country, China has one of the fastest growing economies in the world. However, amidst this sweeping cultural and economic transition, the country's political structure has undergone little significant change since the days of Chairman Mao in the 1960s. Even in the Post-Deng Xiao Ping era, the Communist Party retains the final word on politics in the People's Republic.

While there are plenty of paid teaching positions available to expatriates in large cities in China like Beijing or Shanghai, going to a "forgotten" area like Yantai as a volunteer fits my own personal philosophy and approach to cultural and educational exchange. However, that commitment to volunteer also comes at a price - almost $5,000, in fact. That is what it will take to pay for my airfare, insurance, training and support while I'm in country, and that is why I'm asking for you to join me on my journey by supporting my fundraising efforts.

In June, I will be running the City of [Anytown] Marathon - exactly 26.2 miles long. I am asking you to support me in my "Run for China." I would like to ask you to consider pledging $x per mile that I am able to complete of the marathon.

All contributors will receive regular updates from me while I'm in China. (You see, I really do want you to come along and share the experience, even if from afar!) Please detach the pledge card below and send it to me at the address appearing on the reverse side of the card. Your sponsorship is a tax-deductible donation and WorldTeach will issue you a receipt for you upon request.

THANKS!

"RUN FOR CHINA" PLEDGE CARD

Good luck, [your name]! I agree to sponsor you in the amount of $__________ for every mile of the marathon that you complete.

Name: __________________________________________

Address: _________________________________________

Phone: ____________________________ Email: _________

Please have WorldTeach send me a receipt: = Yes, please = No, not necessary

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You are Invited!

to a
“Singin’ in the Costa Rican Rain”
Party to help send

JANE TEACHER

to Costa Rica as a WorldTeach volunteer
teacher for one year!

Date: ____________________  Time: ____________________

Place: ____________________

Theme: ____________________

Cost: ____________________  RSVP: ____________________

All proceeds will go to help Jane raise funds to serve as
a WorldTeach volunteer in Costa Rica!

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Fundraising Guide