



May 3-5, 2009 Marriott Wardman Park Hotel, Washington D.C.

Getting You to the Conference: Funding Tips for Families/Family Leaders

Finding funding to assist you in participating in a National Conference is not always easy, but through imagination and resourcefulness, partial or complete funding can be found. Here are some quick tips to get you started.

- ♥ Identify the organizations, state agencies, councils, and others within your state that service children with special health care needs. These may be your Title V CSHCN program, Developmental Disabilities Council, or a disability specific organization that you are involved with around your child.
- ♥ Look at your conference agenda and choose workshops, topic that you will be trained on that would be a particular interest to an identified organization. Highlight this training in you letter and refer to the expertise this training will give you in working with your child and the system that serves him/her.
- ♥ Offer to bring this new information back to the organization in a presentation, workshop or other form that will benefit their staff or the families they work with. They will be more open to assisting you in attendance if they feel they will have a return on their investment.
- ♥ Remember to include community organizations such as Lions, Kiwanis, Knights of Columbus, Rotary Club, etc. These organizations are very often pleased to assist a family in becoming more knowledgeable about disability issues. Again, offer to go to a meeting upon your return to give them feedback.
- ♥ Write up a quick budget of your expenses to include in your request. Identify one specific expense that you would like them to cover, or ask that they contribute what ever they can.
- ♥ Remember to follow through with a thank-you, explanation of how going to the conference enriched you and an offer to speak at a board meeting, staff meeting, or family gathering.

Getting YOU to the conference . . .

Tax Deductions

DONATIONS - If you have a 501 c3, you are aware that a donation to your organization qualifies for a tax deduction for 2009.

Make your request a bit different. Get letters out as soon as possible.

BUSINESS EXPENSE - If you choose to self-fund your trip, you may be able to declare the expenses as part of your business deductions. Keep receipts. For more information, see

<http://www.irs.gov/taxtopics/tc511.html>

Asking for money/donations is hard for some, and even more difficult when it's for you.

**YOU
are worth
the effort!**

It's Timing & Info

People say YES when the time is right, the request is reasonable and they may have something to gain.

Think about reciprocal partnerships...how can you be helpful to them?

Businesses need lead time because it takes time to get approval from superiors.

You will need a cover letter (outlining the value of attending, what you will learn, and how this will help others when you get back home), information on the conference (see attached "conference overview") and an estimated budget.

Leaving on a Jet Plane

(Hum the song)

You know where to go on the web to find the cheapest plane ticket (lowestfare.com, 1travel.com, cheaptickets.com)

- Use your frequent flyer miles
- Donate a ticket to a FV friend
- Ask someone to donate their miles to you
- Are you close to qualifying for a free ticket but need more miles? Many airlines will allow others to transfer or purchase those miles to get your frequent flyer ticket.

Take Off & Landing

What airport you depart from and arrive at sometimes does effect the price. Check area airports for departure. Did you know that arriving at BWI (Baltimore) is often cheaper? It's only a short train ride to DC. Dulles is another possibility.



Airfare
300 - 500.00

Cabs
50.00

X-tra Meals
50.00

Hotel
219 - 657.00

Registration
100.00 - 350.00

TOTAL:
\$719 - \$1,607

Giving Circle

12 Friends, 24 or 50

Round up the total figure to \$ 1,400 (it's easier to figure out).

Ask others for small donations.

12 friends = \$ 117 each
24 friends = 58 each
26 friends = 38 each
50 friends = 28 each
100 friends = 14 each

Consider agency joint funding!

You have been building partnerships, right? Many may be willing to fund all or a portion of your trip...give them the opportunity to say YES.

2 agencies = \$ 700 each
3 agencies = 467 each
4 agencies = 350 each

Knowledge & Connections: PRICELESS

Additional Resources:

TIPS

The Top 20 Tips on Raising Funds

<http://www.worldlandtrust.org/education/top20.htm>

23 WAYS TO RAISE FUNDS FOR YOUR VOLUNTEER WORK:

<http://www.stanford.edu/dept/icenter/orc/scholarships/fundraising.html#WAY>

GIVING CIRCLES

How to Maximize Your Donation Through A Giving Circle

<http://nonprofit.about.com/od/fundraising/p/givingcircles.htm>

Giving Circles Knowledge Center

<http://nonprofit.about.com/gi/dynamic/offsite.htm?zi=1/XJ&sdn=nonprofit&zu=http%3A%2F%2Fwww.givingforum.org%2Fgivingcircles%2F>

GUIDEBOOK- Giving Circles

<http://nonprofit.about.com/gi/dynamic/offsite.htm?zi=1/XJ&sdn=nonprofit&zu=http%3A%2F%2Fwww.givingforum.org%2Fgivingcircles%2F>

TEMPLATES AND SAMPLE DOCUMENTS-- Giving Circles

<http://nonprofit.about.com/gi/dynamic/offsite.htm?zi=1/XJ&sdn=nonprofit&zu=http%3A%2F%2Fwww.givingforum.org%2Fgivingcircles%2F>

SAMPLE DONATION LETTERS

Fundraiser Help – Sample letters and Tips

<http://www.fundraiserhelp.com/fundraising-letters.htm>

Step by Step Fundraising – Template Letter and tips too!

<http://www.stepbystepfundraising.com/donation-letter-template/>

Premier Letter Writing Site (small fee)

http://www.letterrep.com/show_letters.php