# L8R1 – Student-to-Parent Letter (Sample Form)

**Sample**

May 2, 2018

Dear Mom and Dad,

My philanthropic mission is to motivate teachers to be the best teacher they can be. My plan is to decorate the staff meeting room with colorful art work that reminds teachers of why they teach.

I would like to put mosaics of students’ faces together, so that as teachers are collaborating they are reminded of who they are helping. The plan is to make these mosaics mobile so that when a meeting room is changed, they can move to continue to inspire!

My classmates will be helping me create these mosaics on Monday, May 6th and Tuesday, May 7th, and I plan to share them with the staff on Wednesday, May 8th. While I will be completing this at school, I do ask for your support and understanding when I require extra time at school or need to collaborate with my classmates. I look forward to sharing my results with you!

Love,

Britney

# L8R2 – Student-to-Business Letter (Sample Form)

**Sample**

April 8, 2018

Dear Bread Basket Bakery,

We are students in Mr. Thomas’s 4th grade class at Jefferson Elementary and we would like to request a donation of 30 cookies and other bakery items from the Bread Basket Bakery.

This donation will be used to help our class complete our Project Heart philanthropy event on May 8th and May 10th. We will be doing a bake sale in our school’s lobby on those dates to help raise money for the Rocky Mountain Children’s Project.

During the past couple of months, we have been learning about philanthropy, community needs and service in our class and now we have the opportunity to take action.

Our class’s philanthropic mission is to help other children in our community who might not have the funding from their families to play on recreational sports teams, and the Rocky Mountain Children’s Project is a local nonprofit organization that provides this service.

With your support, the bake sale event will be very successful.

Please let us know by April 25th if the Bread Basket Bakery will be able to donate cookies and bakery items that we can then sell at our bake sale.

There is a parent volunteer available to help pick-up the items the day before the event.

If you have any questions, please contact our teacher, Mr. Thomas, at (phone #). You can also call him with your decision.

Thank you for considering our request!

Cassia

Jordan

Olivia

Kennedy

# L8R3 – Grant Proposal (Sample Form)

**Sample**

The Walter Capital Foundation is interested in funding classroom activities that inspire youth to make a difference in their communities. The Walter Capital Foundation may fund up to $250 towards your classroom’s project costs.

Please answer each question below by providing as much detail as possible. When your application is complete, please email it as an attachment to John.Ohlson@waltercapitalfoundation.org.

This application must be submitted to the Walter Capital Foundation at least 45 days before your project is scheduled to begin.

School Information

School Name: Jefferson Elementary School

Address: 1247 Oakview Plaza Denver, Colorado 81734

Phone Number: (555) 123-4567

Grade: 4th Grade

Teacher: Mr. Thomas

**Project Information**

What is your project’s name?

Cans for a Cause

**Please describe your project:**

The Cans for a Cause project will encourage students in our school to collect aluminum cans from home and bring them in to be recycled. The money received from the recycling company will be donated to the charity we selected.

**Beneficiary Information**

What is the name of the nonprofit organization you will be giving the funds you raise to?

The Rocky Mountain Children’s Project

**Why did you select this nonprofit?**

We selected RMCP to receive the funds because the work that they do to help children in our community without enough money to join recreational sports teams. Our class believes that everyone should be able to play sports as a kid.

**How will this project help the nonprofit organization?**

The money we donate to RMCP will be used for youth sports scholarships in our community.

**Budget Information**

1) How much money are you requesting from the Walter Capital Foundation?

• $100

2) Is there anyone else providing you with money (do you have other funding sources)?

• Our principal and another teacher have each donated $25.

3) Please outline the expenses of your project

• 100 industrial strength 50-gallon waste bags x $0.75 each = $75

• Printing for 600 promotional fliers x $0.08 each = $50

PROJECT TOTAL = $125

# L8R4 – Student-to-Principal Letter (Sample Form)

**Sample**

April 25, 2018

Dear Dr. Michaels,

Our team (Joe, Karen, Mary, and I) are in Mr. Thomas’s class and we are doing a bake sale to help the Rocky Mountain Children’s Project.

Our philanthropic mission is to help other children in our community who might not have the funding from their families to play on recreational sports teams.

We were hoping to hold our bake sale at Jefferson Elementary after school on May 8th and May 10th. At our bake sale, we will have baked goods and beverages available for other students to purchase. Mary’s mom will supervise our afterschool event on these dates. Karen will count the money each day after the bake sale and Mary’s mom will hold on to it. On May 11th, we will turn in the money to Mr. Thomas. On May 20th we will invite the director of the Rocky Mountain Children’s Project to our class to present the money to their organization.

Our team is asking for your permission to hold our bake sale at Jefferson Elementary on those days. Please respond by May 2nd if you will approve our bake sale table.

Sincerely,

(insert student names)

# L8R5 – Teacher-to-Parent Letter (Sample Form)

**Sample**

Dear Parents, Guardians, and Friends,

Our class is entering the service project component of our Philanthropy Study. This involves students creating a personal philanthropic mission and then developing a service project that enables them to meet some aspect of his or her mission.

At this point in time, your child has created a team that shares his or her mission and they have begun planning a project. The intent is that this project is as kid led as possible. Some students may plan an event that takes place beyond school hours. These projects will not be facilitated by me and therefore may require your support. I have encouraged your student to communicate with you about what he or she might need from you to make the event successful. The end in mind is for them to discover how EASY it is for a child to be philanthropic. My hope is that they’ll see that they have the skills to change the world themselves. Along the way, they will learn to write grants, create a “business” plan, and synergize with classmates to make this event a success.

Please ask your child first if you have questions about his or her project. Contact me through email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or my classroom phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with any additional questions.

Your children are amazing and I look forward to seeing their success with these projects.

Sincerely,

# L8R6 – Teacher-to-Business Letter (Sample Form)

**Sample**

April 8, 2018

Dear Bread Basket Bakery,

Attached you will find a donation request letter from the student leaders in my 5th grade class at Jefferson Elementary, and I would like to provide additional details and context as you consider their request.

During this semester, our students have been learning about philanthropy and community issues via the Project Heart program created by the OtterCares Foundation.

As the program concludes for the semester, the students are making plans for their fundraising activity, where they will be putting the concepts they have learned about into action by hosting a bake sale.

The net proceeds from the fundraiser will benefit the Rocky Mountain Children’s Project, which is a local nonprofit organization that aligns with our class’s mission statement: “to help other children in our community who might not have the funding from their families to play on recreational sports teams.”

The fundraising activity that they are planning to host is an after-school bake sale on May 8th and May 10th in the lobby of Jefferson Elementary. Arrangement will be made with the school secretary to account for and secure the money collected, and parent volunteers will assist with the logistics, including picking-up any donated items that you may choose to contribute.

As a local business with a recognized commitment to community, the students would be delighted to have your support.

Please respond by April 25th directly to me at (555) 123-4567 or email@xxx.org with your decision or with any questions.

Sincerely,

# L8R7 – Teacher-to-Principal Letter (Sample Form)

**Sample**

April 25, 2018

Dear Dr. Michaels,

As my 5th grade class concludes its Project Heart philanthropy program for the semester, the students are making plans for their fundraising activity.

The fundraising activity that they are planning to host is an after-school bake sale on May 8th and May 10th in the lobby of Jefferson Elementary. Arrangement will be made with the school secretary to account for and secure the money collected, and parent volunteers will assist with the logistics.

The net proceeds from the fundraiser will benefit the Rocky Mountain Children’s Project, which is a local nonprofit organization that aligns with our class’s mission statement: “to help other children in our community who might not have the funding from their families to play on recreational sports teams.”

On May 20th, the director of the Rocky Mountain Children’s Project will be invited to our class to receive the money and listen to the students present about what they learned during this process. We would be delighted to have you attend this special ceremony, as well.

Attached you will find the letter from the student leaders asking for your permission to hold our bake sale at Jefferson Elementary on those days. Please respond by May 2nd if you will approve their bake sale table.

If you have any questions or would like to visit further about the proposed project, please let me know.

Sincerely,