Have a solicitation plan

- When will fund raising occur
  - Be visible
  - Be convenient
- Advertise – tell folks to bring a check or credit card
- Simple solicitations
  - Pass the hat
  - Booth in exhibit hall or table near registration
  - 50/50 raffle
  - Basket Raffle
  - Raffle of some significant item
  - Sale of items
  - Silent Auction
- Other Activities
  - Bowlatlon
  - Golf Tournament

Get a committee

- Prepare written instructions
- Train the committee

Obtain materials

- Receipt book
- Pens
- Forms
- Envelopes (for checks)
- Fact sheets
- Donation Log sheet

Wrap Up

- Total collections
- Send checks and log sheets in ASAP – people want to know their contribution arrived:
  ASCLS/PAC, 6701 Democracy Boulevard, Suite 300, Bethesda, Maryland 20817

Say thank you

- To committee
- To Donors
  - Pins
  - Article in state newsletter

Personal Solicitation Do’s and Don’ts

Do-

- Smile and use eye contact
- Use “down tones” (statements) in your voice. Up towns are questions.
- Assume Support
- Keep it simple and short
- Have handout materials
- In some cases, suggest an amount - $5, 10, 50, 100

Don’t-

- Waste time on people who disagree
- Be tentative
ASCLS PAC Donation Log Sheet

Date ___________________              Submitted by name ________________________
Address ________________________________________________________________
Telephone ___________________________  email _____________________________

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<th>Name</th>
<th>State</th>
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Mail checks and a copy of the log sheet to:
ASCLS/PAC, 6701 Democracy Boulevard, Suite 300, Bethesda, Maryland 20817.

Send a copy of the log sheets to: Suzanne Butch, 1508 South Boulevard, Ann Arbor, MI 48104 so that we can track the donations. Email: butchs@umich.edu