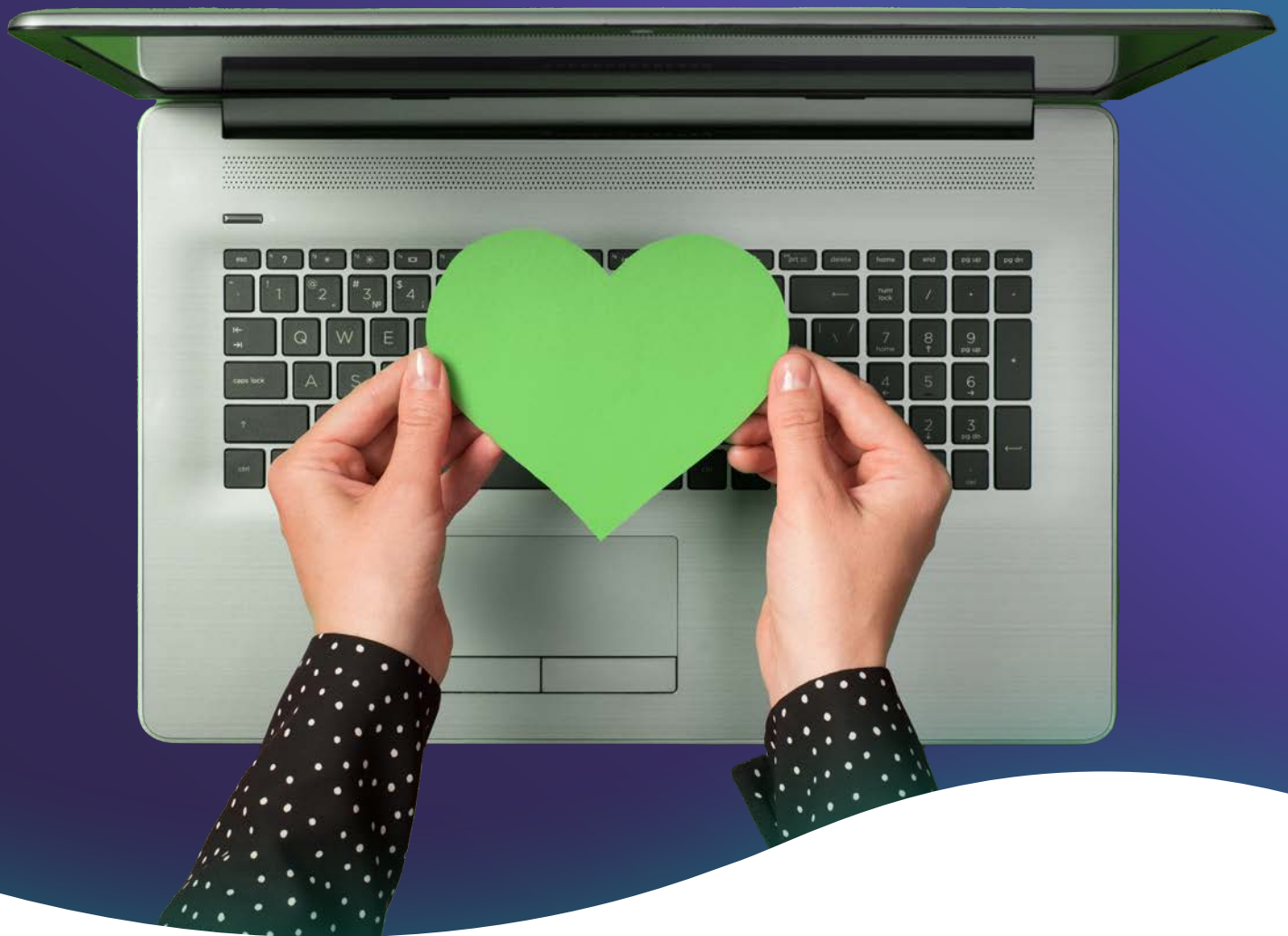


24 Free Donation Letter Templates for Schools



VANCO

Introduction

Is your school struggling to raise funds for educational supplies and programs? Many schools rely on donations from individuals and businesses for help in a country where state and local funding amount to just 3.76 percent of the funding needed to operate efficiently.

School donations are a great way to offset those costs. However, writing a school donation request letter can be challenging.

Crafting the perfect narrative to persuade potential donors to give to your cause is key in persuading them to contribute their hard-earned money. That's why we've put together this amazing resource to help make it easier: 24 free templates for donation letters for schools.

With our easy-to-use templates, your school can create an engaging school donation request letter with just a few clicks, exciting potential donors about your mission and inspiring them to give.

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General Donation Request Letters

Writing a donation request letter is simpler if your fundraiser or event isn't for a specific project. In this case, you can keep your letter more general and follow the tips above. Here are three options for donation letter templates for school that you can use for general purposes.



1. Invest in the Community

Dear **[DONOR NAME]**,

Are you looking for a way to give back to the community and invest in the next generation? If so, we have the perfect opportunity for you!

Our school is looking for donations of all kinds: monetary, goods and services. Every donation helps us reach our goal of providing fun, educational experiences to our students. All donations are appreciated and all donors will be recognized on our website and social media accounts.

We appreciate your time and consideration, as together, we can make a difference in the lives of many students. Click here **[PAYMENT URL]** to make a secure donation online or drop donations off with **[STAFF MEMBER NAME]** in our front office on school days from 9 a.m. to 5 p.m.

Thank you in advance for your support. The **[SCHOOL NAME]** community appreciates you.



2. Generosity

Dear **[DONOR NAME]**,

We hope this letter finds you well. We're writing because **[SCHOOL NAME]** needs your help and generosity. We need donations to support our students. Your donation would go toward purchasing items for our classrooms, library resources, sports equipment, supplies for after-school programs and more.

Your donation will help us create a learning environment where our students can thrive and reach their full potential. We understand the commitment this donation requires. However, every donation is an investment in the future of students and education at our school.

Your donation is greatly appreciated and also, tax deductible.

Please don't hesitate to reach out if you have any questions regarding this donation request! You can easily make online donations at this link **[URL]** or drop off cash donations with the PTA president, **[NAME]**, who will collect donations in the library every Monday, Wednesday and Friday from **[TIME]** to **[TIME]**.

Thank you for being part of our team here at **[SCHOOL NAME]**.



3. General Corporate Request

Dear **[BUSINESS OWNER NAME]**,

[SCHOOL NAME] is reaching out for your help!

We're in the process of organizing our upcoming fundraiser and we need your support. Your donations would be greatly appreciated and will go a long way in helping our school achieve our goal of **[EXPLAIN GOAL]**. With the money generously provided by you and other members of our community, we will be able to achieve the following:

- **[BENEFIT/PROGRAM]**
- **[BENEFIT/PROGRAM]**
- **[BENEFIT/PROGRAM]**

Any amount that you can donate will make an impact, no matter how large or small. Donations such as money, products and services are all useful to our efforts. With your help, our students can look forward to having more resources while pursuing their dreams.

To make an online payment, please visit this link **[URL]**. All businesses that donate online will receive a spot on the Partners & Sponsors page of our website. We have **[NUMBER]** parents and staff members who frequently visit this page, ensuring your business will appear in front of many members of our local community.

If you would prefer to donate services or products, please reach out to **[NAME]** at **[EMAIL ADDRESS]**.

Again, thank you for your presence in our community and for considering making a donation to **[SCHOOL NAME]**. All of our young **[MASCOT]**s appreciate you!



More importantly, having school supplies they enjoy using is paramount in ensuring students can be creative and focus on their school work while learning. If you're unsure how to ask for these supplies, here are three examples of great donation letters for school supplies.

4. Student Success

Dear **[NAME]**,

Education is the foundation of many opportunities, and our school recognizes this by providing quality education to every child we serve. A key part of the learning process is school supplies and many families can't afford the supplies their children need. That's why we need your help to provide the supplies our students need to succeed.

We're writing this donation request letter to find individuals and organizations who are willing to provide supplies for our school. Any school supplies you can provide, such as markers, erasers, pencils or crayons, would be greatly appreciated!

Our school's mission is to ensure that all our students have the tools they need to succeed, and your donation will make a positive difference in their lives for years to come. Thank you in advance for considering our request. Please get in touch with your child's teacher if you have questions about what kind of school supplies we're currently accepting.

If you would prefer to make a cash donation so our PTA can purchase the supplies we need, please visit the **[SCHOOL NAME]** online payment portal and click the DONATE button. We will accept online donations until **[END DATE]** so our PTA team can purchase the supplies and distribute them to students in need.



5. School Supplies by Grade

Dear **[NAME]**,

Hello! We hope your child is enjoying the school year. As you know, our school is committed to helping students succeed, and we need your help to provide the necessary tools for their success. That's why we're reaching out to ask for donations of school supplies.

To help organize this fundraiser, we are segmenting donations by grade. For example, if your child is in third grade, please find the corresponding school supply request below. You can give your donations to your child's homeroom teacher until **[DATE]**.

- Kindergarten: **[SCHOOL SUPPLY]**
- First Grade: **[SCHOOL SUPPLY]**
- Second Grade: **[SCHOOL SUPPLY]**
- Third Grade: **[SCHOOL SUPPLY]**
- Fourth Grade: **[SCHOOL SUPPLY]**
- Fifth Grade: **[SCHOOL SUPPLY]**

Your donation can brighten the classroom experience for our students. Your generosity will make a huge difference in the lives of our students, and we really appreciate your assistance. If you have other school supplies you'd like to donate, we're accepting miscellaneous donations in the library every day from **[TIME]** to **[TIME]**.

Thank you for considering this request. Please get in touch with your child's homeroom teacher if you have any questions or concerns.

6. School Supply Contest

Dear **[SCHOOL NAME]** parents,

It's school supply season and our students need your help. We're currently looking for donations of school supplies such as pencils, paper, erasers, notebooks, folders or anything else that can help support our students in their studies. To add some fun to the process, we're turning this into a friendly contest to make things interesting and encourage student and parent participation.

Here's how it works:

- Each school supply has a point value (listed below).
- The class with the most points by **[DATE]** will win a movie party with pizza and games.
- Parents are invited to attend this party with their children!

The value of each school supply is as follows:

- Pens and pencils (1 point each)
- Markers (2 points each)
- Folders (1 point each)
- Notebooks and binders (3 points each)
- Scissors (4 points each)

Your small contributions will profoundly affect our students' lives, so please don't hesitate to lend a helping hand. Any donation is appreciated, and no amount is too small. Thank you for your generous donations and caring heart.

Reach out to **[EMAIL ADDRESS]** or your child's homeroom teacher with questions about school supplies needed or the rules of our contest. Together, we can build a stronger **[SCHOOL NAME]** community.



Donation Request Letters for School Fundraisers

Whether online or in person, hosting a school fundraiser is a fantastic way to raise money for everything from new computers to after-school programs. These events are typically easier to raise money for as they have a set theme and purpose. Still, if you're unsure what kind of donation request letter for a school fundraiser to write, here are three samples.

7. After-School Program

Dear **[BUSINESS NAME]**,

Have you heard about our new after-school coding program at **[SCHOOL NAME]**? Our computer teachers are working hard to equip the next generation of tech experts with the skills and knowledge they need to advance innovation in their communities. To do this, we need to raise money for the following:

- **[EXPLAIN NEED]**
- **[EXPLAIN NEED]**
- **[EXPLAIN NEED]**

As you likely know, we rely on donations to provide our learners with all the necessary tools, resources and guidance they need to achieve greatness. Instead of asking for donations this year, we will host a code-a-thon on **[DATE]**.

We are calling on businesses in our community to sponsor this event, with three different levels of sponsorship available:

- Level 1: **[EXPLAIN]**
- Level 2: **[EXPLAIN]**
- Level 3: **[EXPLAIN]**

As a sponsor of the **[SCHOOL NAME]** code-a-thon, your name will appear on all promotional materials, and parents will receive an email and flyer about your contribution to our school community.

You are helping bring a valuable after-school program to these driven students and supporting them as they strive to achieve individual goals through technology. Please join us in our mission today to make this after-school coding program a success!

For more information, please visit this link **[URL]** or email **[CONTACT NAME]** with questions. If you are interested in becoming a sponsor, you can sign up here **[URL]**.

8. Online Fundraiser

Dear **[PARENT NAME]**,

Get ready to feel some school spirit! We've received a lot of requests for new spirit wear for the **[YEAR]** school year. We've heard your voices and we're almost ready to launch our online spirit wear store.

All proceeds of sales between **[START DATE]** and **[END DATE]** will go toward our **[FUNDRAISER NAME]** to raise money for the following:

- **[BENEFIT/PROGRAM]**
- **[BENEFIT/PROGRAM]**
- **[BENEFIT/PROGRAM]**

As an incentive for participating in this fundraiser, all items in our online spirit wear store will offer a 15-percent discount during the time period mentioned above. There is no maximum limit to what you can purchase, so be sure to stock up on your spirit wear for the whole year (and for the whole family)!

Click this link **[URL]** to view the store when it goes live on **[START DATE]** and make your purchases online. Feel free to share the link with family, friends and coworkers. Anyone purchasing items from **[START DATE]** to **[END DATE]** will receive the same 15-percent discount.

9. Corporate Donation

Dear **[BUSINESS OWNER'S NAME]**,

My name is **[NAME]**, and I represent **[SCHOOL NAME]**. On behalf of the entire school, I'd like to invite your business to become part of our upcoming fundraiser. Our annual **[NAME OF FUNDRAISER]** fundraiser helps support various aspects of our children's daily learning. It allows us to fund the following:

- **[BENEFIT/PROGRAM]**
- **[BENEFIT/PROGRAM]**
- **[BENEFIT/PROGRAM]**

But most importantly, it gives children a chance to get the education they need to succeed. Your donation of any size would be greatly appreciated and help us make our students' dreams a reality. We truly value the support of our local businesses, so thank you for considering this request.

As a token of our appreciation, we will include the logos of any business that donates \$100 or more in our school directory that will be published on **[DATE]**. This directory is sent to every parent in our community, ensuring your business will be in front of many potential customers.

If you have any questions or want to partner with our school in other ways, please reach out to **[CONTACT NAME]**. If you're ready to participate in the fundraiser, please visit this link **[URL]**.



Donation Request Letters for School Events

Hosting events at school is a great way to foster a sense of community and help children learn critical social skills. However, these events can be expensive. That's why it's great to get creative when asking for donations. Remember that you don't always have to ask for monetary donations; sometimes, asking for supplies or volunteers is great too. Check out these three donation letter templates for schools.

10. School Dance

Dear **[NAME]**,

Our school is excited to invite you to participate in an experience of a lifetime — our **[THEME]** school dance! School dances celebrate student life by bringing students together on the dance floor with friends and classmates. That's why we're requesting your help in making this school event a success by donating funds that will go toward event expenses.

We need three types of donations:

- **Cash:** Donations will fund decorations, food and other supplies for the dance. This includes hiring entertainment, decorating the gym and paying for all of the refreshments throughout the event.
- **Time:** Simply put, we need volunteers! If you can't donate cash, please consider donating your time. We are looking for **[NUMBER]** adult volunteers to help decorate, monitor and clean up.
- **Services:** Finally, we are looking for service providers or local businesses willing to donate their time, services or products. If you know a local child-friendly DJ, cake shop or decorating business willing to donate to this dance, please get in touch.

Please visit this link **[URL]** to make cash donations or contact **[EMAIL ADDRESS]** to sign up as a volunteer or vendor. Thank you for taking the time out of your busy schedule, and we look forward to seeing you at the school dance!

11. Event Sponsorship

Dear **[BUSINESS NAME]**,

My name is **[NAME]**, and I'm **[POSITION]** at **[SCHOOL NAME]**. We are hosting an event on **[DATE]**, and I'm reaching out to see if you would be interested in being an event sponsor.

As an event sponsor, your business will receive:

- Extensive publicity and recognition throughout the event
- An ad banner on our online school store (we can link to your business website if you have one)
- A half-page ad in our annual school directory

What do you have to do to receive all of those benefits? Simply donate at least **[\$[AMOUNT]]**.

If you can't be a sponsor but would like to donate to the event in other ways, please contact **[EMAIL ADDRESS]** to chat about other ways to help support the **[SCHOOL NAME]** community. We truly appreciate anything you can do and look forward to hearing from you soon!

12. Teacher Appreciation Week

Dear parents of the **[SCHOOL NAME]** community,

Teacher Appreciation Week is almost upon us! We want to celebrate the amazing work our teachers do and show them how much we appreciate all that they do for us. That's why we're planning the following themed days for the week of **[DATE]** to **[DATE]**. The schedule is as follows:

- Monday: **[THEME]**
- Tuesday: **[THEME]**
- Wednesday: **[THEME]**
- Thursday: **[THEME]**
- Friday: **[THEME]**

To make Teacher Appreciation Week even more special, we are asking families to join in by making donations of \$**[AMOUNT]** each. These donations will allow us to purchase decorations for each themed day and purchase a gift basket for each of our hard-working teachers.

To submit your donation, please visit this link **[URL]** and make your payment online. If you prefer to make a cash donation, please send it with your child in the envelope they received last week. They will need to drop it off in the library in the bright **[COLOR]** box next to the entrance.

Every contribution, no matter how big or small, will help us recognize our teachers and make Teacher Appreciation Week an occasion to remember. We truly hope you can be a part of this special celebration and advance the mission of our school.



Donation Request Letters for Food

School food drives collect donations of nonperishable items and cash and strengthen the school community by encouraging collaboration and creativity, such as coming up with innovative ways to raise money. If you've never written a donation letter for a school food drive, here are two donation letter templates for schools to do just that.

13. Nonperishable Items

Dear parents of the **[SCHOOL NAME]** community,

With the holidays approaching, we hope to make a difference in our community by participating in a district-wide food drive. By donating nonperishable items such as canned vegetables, peanut butter and boxed macaroni and cheese, we can make a big impact!

These nonperishable goods will benefit struggling families and those most affected by the increased prices of staple food items. We believe that with the help of everyone in our school community, we can show our support for those most in need.

Starting on **[DATE]**, every classroom will be equipped with a box where you or your child can place donated nonperishable food items. If you have questions, please contact your child's homeroom teacher. Your generosity is greatly appreciated! Thank you for your support.

14. Food Drive Contest

Dear **[PARENT NAME]**,

If you haven't heard yet, we're turning our annual food drive into a contest this year! We're requesting the same nonperishable items, including:

- Canned vegetables
- Canned fruits
- Canned tuna
- Pasta
- Grains
- Peanut butter
- Tea bags
- Coffee

Here's how the contest works: From **[START DATE]** to **[END DATE]**, we request that each class donate 60 nonperishable food items. Classes that meet the minimum requirement of 60 will get to participate in a movie party on **[DATE]**. If every class in our school reaches the minimum requirement, we will host a mini **[EVENT]** for everybody.

The best part? You or your child can donate to any class they wish, which means you can help other classes meet their minimum of 60 food items.

Your contribution can make a big difference in supporting vulnerable people in our community. You can drop off donations to your child's homeroom teacher and view class progress on our school website here **[INSERT URL]**.



Donation Request Letters for Sporting Events

Sporting events can be a great way to promote and encourage a healthy lifestyle among students at your school. They also teach important life lessons for kids, such as hard work and team spirit.

Being part of sporting events can also foster camaraderie between students, allowing them to form relationships with classmates that they might otherwise miss. However, not all school districts are able to offer generous funding for sporting events or sports clubs.

If that's the case in your school district, ask for help with this donation request letter for school events and sporting clubs.



15. Sporting Event

Dear **[SCHOOL NAME]** parents,

We're excited to share that school sports in our district are on a winning streak! To keep this momentum going, we're fundraising for an upcoming event for **[SPORTS CLUB]**. The all-star students on this team have **[MENTION ACHIEVEMENTS]**, and we couldn't be prouder of them. However, we need your help getting them across the finish line.

On **[DATE]**, they will compete in the **[EVENT NAME]**, and we need help raising **[\$[AMOUNT]]** for the following:

- **[EXPLAIN NEED]**
- **[EXPLAIN NEED]**
- **[EXPLAIN NEED]**

Your donations will go toward creating a well-organized and successful event while giving our young athletes an unforgettable experience. Please join us in making school sports at **[SCHOOL NAME]** even better by supporting our cause with a generous donation today. You can drop off cash donations in the main office until **[END DATE]** or make online donations here **[URL]**.

Thank you in advance for your generosity. Go **[MASCOT NAME]**s!



Donation Thank You Letters

Sending thank you letters to those who donate to your school is incredibly important. When people donate their hard-earned money and time, it's crucial that they feel appreciated. Whether they're for large or small sums, thank you letters are one of the best ways to show that you value someone's contribution.

Thank you letters show recognition for how much effort donors put into their contributions and keep them up to date on how their donations are being used, as well as the impact they will have on the school. Because these thank you letters differ from school donation request letters, here are a couple of sample thank you letters for donations to your school.

16. Generic Thank You

Dear **[NAME]**,

On behalf of our entire school, thank you for investing in the education of our students. Your generous donation has gone a long way to helping us continue to provide outstanding learning opportunities for the students and staff at our school. We truly appreciate your ongoing commitment and dedication to ensuring the success of all members of our school community.

Your contribution is invaluable and we thank you immensely for your support! If you'd like to learn more about other opportunities to give back to the **[SCHOOL NAME]** community, click here **[URL]** to view all of our upcoming fundraisers and events.



17. Specific Thank You

Dear **[NAME]**,

We're reaching out to thank you for donating to our **[EVENT/FUNDRAISER]**. Because of your generous donation, we were able to accomplish the following:

- **[EXPLAIN WHAT YOU DID WITH THE DONATION]**
- **[EXPLAIN WHAT YOU DID WITH THE DONATION]**
- **[EXPLAIN WHAT YOU DID WITH THE DONATION]**

As a result, our students were able to enjoy **[DIRECT BENEFIT AS A RESULT OF THE FUNDRAISER OR EVENT]**. None of this would have been possible without you and your dedication to our schools. We're eternally grateful for your support of the **[SCHOOL NAME]** community.

The impact of your generosity will be felt throughout our district for many years to come, as it helps create a better learning environment that sets our students up for a brighter future. We can't thank you enough and we appreciate your dedication to making our school the best it can be.

If you have questions about how your donation was used, please contact **[EMAIL ADDRESS]** or call our PTA president during business hours at **[PHONE NUMBER]** to hear about the impact your gift is making. Thank you again and have a great day.



School Fundraising Letters to Parents Templates

Not every fundraiser is alike. That's why we built six templates. These fundraising letters to parents were built based on the best practices that have helped schools raise money for decades. Read carefully through the free templates and see which one works best for the fundraiser your school is looking to set up. These templates can be used as is with a few small modifications, or they can be used as a source for inspiration for your own creations. As a bonus, we've also included a sample fundraising letter for schools to send to local businesses to secure sponsorships, of sample thank you letters for donations to your school.

18. Standard Fundraiser (1)- to Parents

Successful school fundraising letters to parents do three things:

1. Get the parents invested in the need.
2. Ask the parents to get involved.
3. Explain what the parents can do next.

The following template serves as a basic framework that can work for any school fundraiser. It includes bracketed areas for you to insert information regarding the recipient, financial goal, contact information and other details. It's short and straightforward -- perfect for busy parents.

Dear **[Name of Parent]**:

Each year our school strives to provide the best in educational and extracurricular resources to our students. To achieve our goals, we rely on fundraisers and the support of generous donations throughout the school year.

This year, our goal is **[insert goal here]**. Our targeted goal is to reach **[dollar amount]** to pay for **[insert goal or accomplishment]**.

We're hoping for your help in achieving this goal. Parents can get involved by volunteering with the fundraiser or by giving a donation(s).

We are asking students to help with the project by **[doing an activity]**. Stay tuned for additional opportunities to assist your child and their peers with this exciting activity.

For more information, don't hesitate to get in touch with me at **[email address]** or **[phone number]**. I'm happy to answer questions about how to get involved with the **[fundraiser]**. You can also visit **[website]** or **[Facebook page]** to learn more.

If you wish to make a donation, please make checks payable to **[who]**. You'll find a self-addressed stamped envelope included in this letter and you can also donate online at **[website]**.

I look forward to working with you and your child to help **[school name]** achieve this special goal.

P.S. Thank you for your consideration in helping our school raise **[dollar amount]** to **[restate goal or accomplishment]**. Together we can make a difference!

19. Standard Fundraiser (2) - to Parents

The template below is a variation of the standard fundraising template above. It can be used as a basic framework for any fundraising letter your school or organization may need to send. While the first template was short and got straight to the point, this template has an emotion-driven approach.

Dear **[Name of Parent]**:

[Begin with an inspiring or emotional story to make the reader feel invested in this project. Keep it short -- two to three sentences should suffice].

This school year, we're **[insert problem you're trying to solve]**. We've been hard at work **[insert one or two activities you are already undertaking]**, but we need your help to make this dream a reality.

Would you consider donating **[suggested amount]** to help us **[restate your goal]**?

Your donation will go toward **[what]** and have a positive impact on **[people affected]**. If you can't give at this level, any amount of support will have a big impact on achieving this important goal.

To donate, please send a check made out to **[who]** in the self-addressed stamped envelope included in this letter or you can donate online at **[website]**.

You can also help us by volunteering for the fundraiser by registering at **[insert link]**

If you have questions, don't hesitate to reach out to me at **[email address]** or **[phone number]**. You can also learn more at **[website]** or **[Facebook page]**.

With warm regards,

P.S. We thank you for your consideration. Together, we can **[restate the problem you're trying to solve]**.

20. Standard Fundraiser (3) - to Parents

This standard fundraising template can be used for any school fundraiser. It includes a section allowing parents to volunteer in addition to (or instead of) making a donation. For that reason, this template could easily be reworked into a volunteer request letter.

Dear **[Name of Parent]**:

At **[name of school]**, we're able to provide an outstanding educational experience to students through rigorous academics, diverse extracurricular activities and a thriving sports program.

Fundraisers, volunteers and the support of generous donors go a long way in providing these valuable resources to students.

This year, we've set a goal of raising **[amount]** to **[insert desired goal or accomplishment]** to help fund our programs and activities.

We're writing to request your support in making this vision a reality for **[those it will benefit]**.

A donation of **[suggested amount]** would make a big difference in helping us achieve our goal. If you're not able to give at this level, a donation of any amount would be greatly appreciated.

A **[fundraiser event]** will be held **[when]** at **[where]**. If you're interested in volunteering at the event, please get in touch with me at **[email address]** or **[phone number]**. We'd be thrilled for you to become part of our volunteer team!

To donate, please mail a check payable to **[who]** using the enclosed self-addressed stamped envelope, or you can donate online at **[website]**.

Thank you for your support! It's thanks to parents like you that we're able to make **[name of school]** an enriching environment of learning.

P.S. Thank you for your support in raising **[dollar amount]** to **[restate goal or accomplishment]**.

21. Formal Fundraising Letter to Parents

The following template is another variation of a standard fundraising letter, but with a more formal tone. This template could be used for requesting larger donations or could easily be reworked using school admin software to reach out to alumni or to request corporate contributions.

Dear **[Name of Parent]**:

Each year **[full name of school]** strives to deliver students the best academic and extracurricular opportunities. Thanks to the support of parents and community members like you, we've been able to **[include a brief success story]**.

This academic year, we're striving to achieve a similar result by **[insert desired goal or accomplishment]**. Our initiative is to invest in our students by **[how the goal will help students]**.

We're writing this letter to request your help in bringing this positive change to the students at **[school]**. We would sincerely appreciate your involvement as a volunteer with this fundraiser, or we would welcome a donation of **[suggested amount]**. However, any amount you are able to donate will make a tremendous impact on our students here at **[insert school name]**.

With this fundraiser, we hope to **[restate the positive impact of the fundraiser]**. This mission will expose our students to new educational opportunities and new ways to thrive in an academic setting.

If you would like to donate, please send a **[check]** made out to **[who]**. We've included a self-addressed stamped envelope with this letter, or you can donate online at **[website]**.

To learn more, please contact me at **[email address]** or **[phone number]**. You can also visit our **[website]** or **[Facebook page]**.

P.S. Thank you for your consideration in helping our school raise **[dollar amount]** to **[restate goal or accomplishment]**.

22. Parent-to-Parent Fundraising Letter

Sometimes the most effective fundraising campaigns happen when parents reach out to one another. This template is for parent volunteers already involved in your fundraiser to encourage other parents to get on board.

Dear **[Name of Parent]**:

As a fellow parent at **[name of school]**, I know we all want the best educational and extracurricular opportunities for our kids. That's why I've gotten involved in our school's fundraiser to **[insert the goal]**.

By **[deadline]**, we're hoping to raise **[dollar amount]** to **[restate the goal]**. We've already [name one or two activities you are currently doing], but we need your help to get across the finish line.

Would you consider making a contribution to our campaign? A gift of **[suggested amount]** can make a significant impact toward **[achieving the goal]**. If you can't give at this level, we would appreciate any donation you feel comfortable offering. If you'd like to make a donation, please use the self-addressed stamped envelope enclosed here and make checks payable to **[who]**. You can also donate online at **[website]**.

To learn more, you can reach out to me at **[email address]** or **[phone number]**. You can also visit **[website]** or **[Facebook page]**.

Your dedication and support of our students is greatly appreciated. We couldn't make **[name of school]** great without parents like you.

P.S. Thank you for your consideration! With your help, we can **[restate the desired goal or accomplishment]**.

23. Volunteer Request Letter

The following template is designed to recruit parent volunteers for a school fundraiser. The template helps the reader understand how getting involved can have a positive impact on the school and, ultimately, their child. It also details the tasks and time commitment that volunteering would entail.

Dear **[Name of Parent]**:

"Problems can become opportunities when the right people come together."
- Robert Smith

When people come together at **[name of school]**, amazing things happen. **[Insert a brief success story]**. This is your chance to make amazing happen and to make a difference for our students.

We're currently **[insert desired goal or accomplishment]** to benefit **[group of people]**. To achieve our goal, we need the help of parents like you and we'd like to invite you to be part of **[fundraising event]** as a volunteer.

On **[date]**, we'll be **[doing what]** to **[accomplish what]**.

If you'd like to volunteer, please fill out the enclosed information sheet to let us know which tasks you're interested in and the hours you're available. **[Insert instruction for how sheet can be returned]**.

If you have questions, don't hesitate to call me at **[phone number]** or email **[email address]**.

We would love to have you on board!

P.S. Thank you for considering volunteering at **[fundraising event]**. With your help, we can **[restate goal]** to help **[group you are benefiting]**.

24. Event Sponsorship Letter

Sponsorship letters are similar to school fundraising letters to parents. The main difference is that sponsorships are usually tied to events like walk-a-thons, bake sales or school carnivals. Sponsorships may also have various tiers of giving and incentives attached to each level and are typically targeted to community-based businesses and local leaders. Here's a sample fundraising letter for schools to use when requesting sponsorships rather than donations. Keep in mind that you can also raise support through events. Vanco Events, our digital ticketing service, is a great tool for offering a winning event experience that will encourage people to donate to your district.

Dear **[Name]**:

As a valued leader in our community, we know you have a big heart for **[name of community]** and the students at **[name of school]**. Because of your dedication to making **[name of community]** a better place, we would like to invite you to be part of our **[upcoming event]** to **[goal of the event]**.

[Event] will take place on **[date]** at **[location]**. We hope to raise **[amount]** to **[insert goal or accomplishment here]**.

We are currently looking for sponsors to help us achieve this goal. Can we count on you to help?

- **[Tier 1 Level Sponsor: Dollar Amount]**
- **[Tier 2 Level Sponsor: Dollar Amount]**
- **[Tier 3 Level Sponsor: Dollar Amount]**

As a thank you for your generosity, we would like to offer you the following:

- **[Tier 1 Level Sponsor: Incentive]**
- **[Tier 2 Level Sponsor: Incentive]**
- **[Tier 3 Level Sponsor: Incentive]**

With your help, we can make **[event]** our best one yet!

To sponsor, please send a check payable to **[who]** in the enclosed self-addressed stamped envelope, or you can donate online at **[website]**.

If you have questions about **[event]**, please reach out to me at **[email address]** or **[phone number]**. We look forward to working with you at **[event]**.

P.S. Thank you for your consideration in sponsoring **[event]** to **[insert goal or accomplishment here]**.





Boost Donations with School Fundraising Software

Fundraising is a great way to generate revenue for school programs, but it can be hard to organize and manage successfully. Writing donation letters for schools is a great way to reach out to potential donors. With everything in the same place families pay for everything else, school fundraising software makes it so easy for your community to contribute and your staff to track and reconcile donations. It also makes everything super easy to plan and monitor while boosting the school's revenue potential.

At Vanco, our school software gives school administrators the tools they need to manage fundraisers more efficiently. It provides an intuitive system for parents and staff so everyone can make payments quickly and easily. The best part is that with our software, you have total control over every aspect of your fundraisers and events — from analytics and tracking data to flexible payment options that work for everyone involved. These tools have helped some clients double their fundraising revenue, providing their district with valuable support.

[Click here](#) to learn about our cutting-edge school fundraising software today!

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