Suggested Steps to Seeking Corporate Sponsors:

1) Read through this sheet first!

2) If you decide to call the business first, use the following script to help you get an appointment:

**Hello, this is \_\_\_\_\_\_\_\_\_\_\_\_. I am calling on behalf of the Hickman Boys Lacrosse team. I would like to stop by and visIt about Hickman Lacrosse. We are in the process of finding sponsors for the 2017 season.**

**What day and time would work best and with whom should I meet?**

**Great! I’ll see you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

3) When you visit a business, whether you have called ahead for an appointment or not, take this sheet with you so you can refer to it for any questions asked!

4) Wear a Hickman Lacrosse T-shirt if possible and take copies of the ***2016-2017 Corporate Fundraising*** letter to give to the business owner/manager.

5) When you enter a business, let the receptionist know who you are and that you are visiting on behalf of Hickman Lacrosse Club.

*If you have an appointment*, be on time and say, **“I am here to meet with\_\_\_\_\_\_\_.”** Introduce yourself to the contact person with a handshake and a smile.

*If you didn’t make an appointment first*, let the receptionist know who you are and that you are visiting on behalf of the Hickman Lacrosse Club and are in the process of finding sponsors for the 2017 season. Say, “I would like to meet with the owner or manager if possible.” You may have to make an appointment to go back another day.

6) If they have donated in the past, thank them for their support. Mention some of the points on the back of this sheet. Talk a little bit about how you love/enjoy lacrosse.

7) If they state that they are already donating to Columbia Public Schools, thank them and politely explain that since we are a club, we do not receive any of that money and are doing our own fundraising.

8) If they write a check on the spot, thank them enthusiastically! Checks should be made payable to Hickman Lacrosse Club. Hand in your checks to Mrs. Hemmann at the next club meeting or mail it to the P.O. Box.

9) If the business wants to mail in the contribution, point out the address on the ***2016-2017 Corporate Fundraising*** letter you brought with you to take to the businesses! (See #4)

10) All corporate contributions are due by the January club meeting. OVER→

**Things to mention during your visit:**

* We are a club and receive no financial assistance from Columbia Public Schools.
* All funding comes from players, parents and fundraising efforts.
* Cost to run the program for one year: about $1000 per player.
* Players/parents are responsible for their own equipment, travel costs to out-of-town games and insurance.
* Club expenses include uniforms, field rental, coaches’ wages, referee fees, tournament entry fees and trainers.
* Your support will help our team players be fit and active.
* As a corporate sponsor, your donation is tax deductible

**For a donation of $50-$249**: We will list your organization’s logo on our website and include a link to your website.

**For a donation of $250-$499 Purple Level Donation:** In addition to the link on our website, we will place your organization’s name on our team banner, which is displayed at each home game. Also, at the end of our season you will receive a plaque featuring a picture of our team to be displayed in your place of business.

**For a $500+ Gold Level Donation:** You will receive everything in the Purple Level, PLUS recognition of your organization in all of our home-game programs AND a free table for 8 at our annual TRIVIA NIGHT event, to be held February 18th this year at the Knights of Columbus Hall.

**Product Donations**

**If the business is unable to give a financial donation, ask if they could donate products or services to be used for our Trivia Night Silent Auction and raffles.** *Make sure the donor approves of the raffle; chances are they will since it can provide great publicity. Bring any items, gift cards, certificates to Mrs. Hemmann at the next club meeting. If the business owner would rather have an adult pick it up, that can be arranged.*

REMEMBER: YOU WILL GET 20% OF THE TOTAL COLLECTED CREDITED TO YOUR TOURNAMENT AND REGISTRATION FEES. THIS IS A BIG DEAL. JUST ASK YOUR PARENTS!