

FELLOWSHIP & WISHLIST FINANCIAL ASSISTANCE-HOW TO APPLY

Application is Due at Parent Meeting 2 on: _____

_Sojourn to the Past recognizes that tuition cost for the seven-day immersion journey can be challenging for families. The following financial assistance programs are available. Please read all guidelines carefully to determine which program you are eligible for.

Categories of Financial Assistance:

- A. **Fellowship-** Financial aid provided by Sojourn will cover between 1-60% of the cost of your journey, therefore you must participate in fundraising activities.

Fellowship Income-level requirements for household:

If the # of dependents (including parents) is:	2	3	4	5	6	7	8	More than 8
Then family income must be less than:	\$30,451	\$38,443	\$46,435	\$54,427	\$62,419	\$70,411	\$78,403	+ \$7,992 for each additional member

- *Financial Aid/Fellowships are based on the federal Child Nutrition Program Income Eligibility Guidelines*

- B. **Wish List-** If your household income is higher than the table above, but you still need financial assistance please complete the following steps.

Checklist for Applying for either A or B

Your application will only be considered if you have paid a deposit and if you submit the following at Parent Meeting 2:

- Completed application
- Attach documents to your application check list:
 - A copy of your income documentation such as: Page 1 ONLY of your most recent tax return (1040) OR documentation such as letter from the welfare department confirming that you now receiving assistance
 - A copy of your sample letter for fundraising
 - Fundraising letters chart (List of names/addresses of the 20+ people to whom you already sent your letter)
- Register for college units at the 2nd parent meeting

NOTES:

- Sojourn should not be the default means of funding; we are the last resort. You should be the primary fundraiser through your letters and or another fundraising activity. Please see sample fundraising letter and tips support.
- Parent/guardian must attend all parent meetings prior to the journey. If you qualify and meet criteria, a Sojourn staff member will contact you within 10 days of the third meeting.
- The security of your personal/financial information is of the utmost importance and we will take every measure to protect your confidentiality. All personal documents will be shredded.

FUNDRAISING IDEAS

<p><u>Individual Fundraisers</u></p> <ul style="list-style-type: none">• Get a job• Babysit• Tutor• Ask that your birthday gifts be money to be applied to your journey• Find out if your parents' workplace matches donations and set up a match grant• Offer to do chores for your neighbors (walk the dog, mow the lawn, etc.)• Clean out your room and hold a garage sale• Make dinner for the family and have a "Tip Jar"• Ask your friends for a donation• Have a bake sale	<p><u>Group / School Fundraisers</u></p> <ul style="list-style-type: none">• Have a car wash• Have a bake sale• Organize a raffle with prizes donated from local businesses/community members• Do a restaurant "Take Over" where part of the proceeds go to support the journey• Sell candy or school supplies• Have a pancake breakfast or spaghetti dinner• Have a bingo or trivia night• Sell cookie dough• Sell wristbands (i.e. Breast Cancer Awareness)• Use websites like Indiegogo and Fundly to raise money for the journey• As a group reach out to someone like Ellen DeGeneres or a corporation such as Salesforce, Google, Apple, etc.• Go Fund Me page (they do keep a % of all money raised)
<p><u>Holiday Ideas</u></p> <ul style="list-style-type: none">• Ask that your holiday gifts be money to be applied to your journey• Sell holiday treats	<p><u>Community /Local Business Involvement</u></p> <ul style="list-style-type: none">• Ask your church for a donation• Write a letter to your newspaper asking people to donate• Arrange to speak to local service organizations and request a donation; e.g. local Rotary Club• Organize a raffle with prizes donated from local businesses/community members• Gift matching grants from businesses

TIPS FOR WRITING YOUR FUNDRAISING LETTER

Over the years Sojourn students have fundraised in a variety of ways to help pay for the cost of the journey. Students have found that far and away the most effective way to raise money is letter writing. Students have raised as much as \$1 million through letter writing alone! We encourage everyone to write letters, even those who can pay for the journey in full. However, **writing and sending out at least 20 letters is a requirement to be eligible for financial assistance**. Letter writing is the simplest and most effective form of individual fundraising you can do. Just follow these simple steps:

1. **Write your letter**—This is going to be the template letter that you use to send to everyone, so spend some time on it and really personalize it. Look at the ‘Sample Fund Raising Letter’ on the reverse to help get you started.
2. **Make a list of at least 20 people to whom you will send the letter.**
 - a. The key to success is not only writing a great letter, but sending it to the right people. Those who are most likely to support you are people who already know you.
 - b. Who to write to? Family members, family friends, parents’ coworkers, pastors, people you see regularly, mentors, neighbors, people who you know support civil rights (even celebrities if you personally know them).
 - c. If you also want to send your letter to local businesses be sure you know exactly who you are sending your letter to and that you have a phone number to contact that person. Letters addressed to a Company, rather than an individual at the company, are usually not read.
3. **Personalize each letter for the person you are sending it to.**—You can draft the template on the computer and simply change the name and address in each letter.
4. **Send out at least 20 letters to qualify for financial assistance.**
 - a. Letters can be emailed or mailed
 - b. It is a good idea to include a brochure with every letter; contact the office to receive these at (650) 952-1510.

5. One week after sending out the letters, follow up with a phone call. This is mandatory to qualify for financial aid.—It is very important that you follow up with a phone call and say, “I just want to make sure that you received my letter. Also, I’d like to answer any questions that you might have about the program.”

Be patient and appreciative, whether the person decides to donate money or not.

6. Send a “Thank you” card.—Be sure to show your appreciation to your donors by sending them a thank you note within one week of receiving their donation. Donors also appreciate a note after the journey to hear how you’ve benefitted from their help.

Task Checklist	Due Date
_____ Write fundraising letter and Make a list of 20+ people to send it to	Within 1 week of meeting
_____ Send out all letters	Within 10 days of meeting
_____ Make Follow Up Phone Calls	Within 17 days of meeting
_____ Send Thank You Cards	Within 1 week of returning

SAMPLE FUNDRAISING LETTER

(Suggested language only. Make the letter your own, but proofread carefully).

<Recipient Name>

<Address Line>

<Address Line 2>

<Date>

Dear _____,

I am very excited to tell you that I have the opportunity to participate in *Sojourn to the Past*, a unique educational program. Sojourn was honored at the White House by First Lady Michelle Obama with the nation's highest honor given to an after school program in the arts and humanities. In order to participate, however, I need your help. I would not ask if it was not important to me.

The Sojourn program takes students to the southern United States, where we retrace the steps of the Civil Rights Movement of the 1950s and 1960s. This journey is not a vacation. It is a powerful academic seven-day, six-night experience where we will be traveling to the sites of historical occurrences in Georgia, Alabama, Arkansas, and Tennessee. We will be studying on moving classroom buses and at museums, historical sites and other venues, as well as getting the exciting opportunity to hear from and speak with several veterans of the Civil Rights Movement about their experiences.

These leaders are true American heroes and I expect to learn both from them, and from the lessons of the Civil Rights Movement, many important qualities that will improve my life now and in the future. Some of these qualities are acceptance, nonviolence, courage, compassion, forgiveness, and civic responsibility. I believe this journey will help me become a better student and advance myself as a member of society. Some of the speakers I will be learning from are Congressman John Lewis of Georgia, who has dedicated his life to fighting for justice and equality, and Minnijean Brown-Trickey, one of the Little Rock Nine, who will actually travel with us and participate daily in the journey. She will share stories of her experiences and of what education and perseverance means to her. She usually also helps students on the journeys to develop direct action plans to bring back to their schools to help with issues such as racism, bullying and using hurtful language.

The main reason I want to go on this journey is because **[write your own reason speaking from your heart.]**

The tuition for this educational journey is \$3,200. This covers the airfare, the moving classroom buses, meals and lodging, entrance to museums, books and curriculum, as well as a registered nurse and security. The problem is that I cannot afford to pay the tuition myself. This is why I am asking for your help. **Your donation helps students like me go on the trip.** No donation is too small and because *Sojourn to the Past* is a nonprofit organization, your donation is tax deductible. You can learn more about Sojourn by visiting the website at: www.sojournproject.com

If you can help me participate by making a donation, please:

- Make your check payable to *Sojourn to the Past*. (Do NOT put my name on the check)
- Please write "Donation" and the Sojourn Federal Tax ID number "94-3336985" on the "memo section" of the check to receive a tax deduction.
- Send your donation to me. I will submit it to *Sojourn to the Past* with the rest of my payment.

I cannot thank you enough for any assistance you can give me and if you cannot help, thank you for your time in considering my request.

Sincerely,

[YOUR NAME TYPED with SIGNATURE ABOVE]

***Please Note: You can also include a brochure with each letter you send. Contact the office for additional information on how to receive them. When you send your checks into Sojourn, please include a note with your name and school so that we can easily identify you!**

FUNDRAISING LETTERS CHART (Sojourn Copy)

Write to: family members (grandparents, aunt, uncles, cousins who work), family friends, parents' coworkers, pastors, people you see regularly, mentors, neighbors, people who you know support civil rights and nonviolence, etc. **Must be turned in with Financial Aid Application.**

	Name	Home or Email Address	Date Sent	Follow-up Call Date	Donation
1					
2					
3					
4					
5					
6					
7					
8					
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10					
11					
12					
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