1 Create A Team Budget

Your team expenditure is a summary of costs your team will incur throughout the year. Make sure to include anything and everything that may come up. The more thorough you are, the more accurate your budget will be. Be sure to include things such as: registration costs, food, travel, apparel, website hosting, technology, etc.

Expenditure	Cost	
UAS4STEM Team Registration		$
Travel		$
Food		$
Team Apparel		$
	Total Cost:	$

Your team income is a summary of any monetary or in-kind donations a team receives or fundraises throughout the year. Be sure to include things such as: sponsor donations, grants, student fees, miscellaneous income, etc.

Income	Total	
Sponsors		$
Concessions		$
STEM grant		$
Student fees		$
Other fundraising income	**Total Income:**	$

Assign a team member the task of regularly updating the team budget. Use a program such as Excel or QuickBooks.

② Develop Your Fundraising Plan

There are plenty of ways to raise money for your team. Some examples include:

1. Crowdfunding

Crowdfunding is asking a crowd of people to donate money for a specific cause or project. To crowdfund, visit websites such as: Kickstarter.com, Donorschoose.org, and Gofundme.com

2. Grants

Grants are a financial reward given for a particular purpose. Grants come from all sorts of sources such as federal government, private companies, and charities. Educators and schools have access to many types of grants.
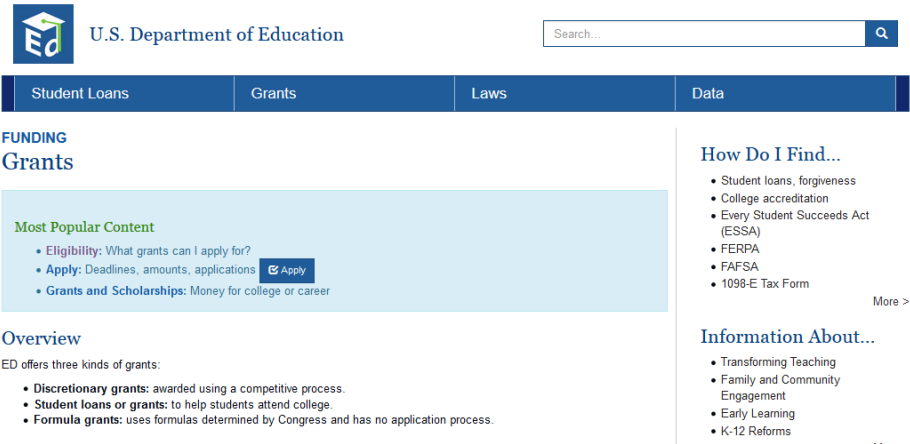
3. <u>Fundraising Events</u>

Many teams will host fundraising events to raise money. Some examples include: bake sales, car wash, prize raffle, etc.

4. <u>Community Support</u>

Start by creating a list or map of community resources such as a local business, person, organization, or program that could help you raise money.

Local Business
-Has additional contacts

State University
- Has additional contacts
-Large social media following

Our Team

Patron
-Past event help

Others
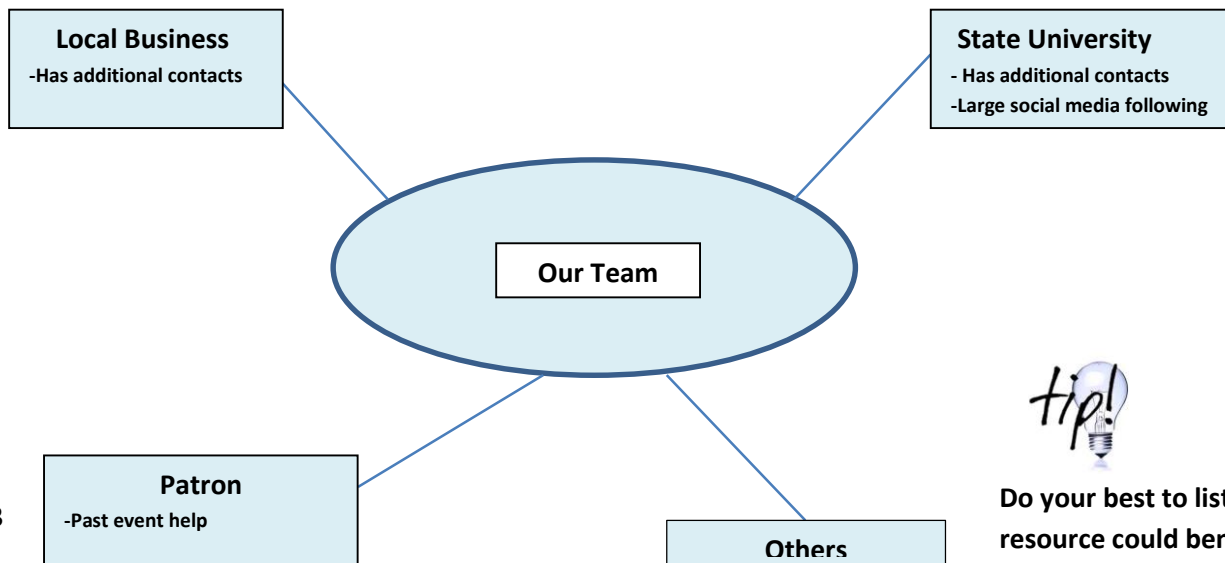
Do your best to list how each resource could benefit your team.

Create a sponsor fundraising packet. Be sure to include a description of the program, cost, levels of sponsorship, and benefit information. Bring this with you when you approach potential sponsors.

Download the UAS4STEM Sponsorship Booklet

⊙ DOWNLOAD

Assign tasks to each team member, and keep a record of what has been completed.

Team Member	Task	Notes
John	Phone Calls	-Follow-up in 2 weeks.
Jane	Sponsor Presentation	-Create poster board -Print sponsor packets
David	Social Media	-Develop team social media -Manage social media

tip!

Always follow-up on any phone calls or in-person meetings you have with sponsors and thank them for their support. It's very important to maintain sponsor relationships.

There are several ways to thank your sponsor for their contribution. Some examples include: personal hand-written note, demos, social media post, gift, or in person.

③ Evaluation

Review your fundraising plan at the end of the year based on what your team has learned. This will help prepare you for next year.

Fundraising strategies that worked	Fundraising strategies that didn't work
1. In-person solicitation	1. Cold calls
2. STEM grant	2. Crowdfunding