Fundraising Guide

Tips on paying for your Up with People semester
**Up with People’s Mission**

*Through music and action, we empower young people to be positive agents of change for a more hopeful, trusting and peaceful world.*
You’ve been accepted to travel in Up with People! Right now you might be feeling...

Excited!
Thrilled!
Ready to begin this amazing journey!

Because the Up with People program comes with a significant investment, you might also be feeling…

Uncertain…
Nervous about being able to come up with that amount in time...
Overwhelmed at the task ahead...

This is normal, and raising the money to fund your Up with People semester is completely achievable!

The key is in your mindset. You will gain SO MUCH from Up with People –

• Traveling to 15+ cities around the world
• Making lifelong friends
• Gaining new insights into who you are
• Learning what kind of difference you can make in this world

But to get the most out of Up with People, you have to make your first goal to GET TO Up with People!

This Fundraising Guide is here to help.
Four Steps to Success

STEP 1: KNOW WHAT YOU’RE STARTING WITH
Sent to you with this guide (or available from your counselor) is a Budget Calculator (see Appendix 1 example). With the information that you enter, this form tells you how much money you need to earn, and how much time you have to do it. Fill out this form TODAY, so you know your financial picture, and can make your plan from that.

STEP 2: RESEARCH POSSIBILITIES
The majority of this guide is dedicated to sharing creative ways to earn, save and get money. Read through them and decide what techniques fit best for you. Consider your ASSETS:

• How much time do you have?
• Do you have family or friends to help you, or are you doing this on your own?
• What are your networks & connections that you can utilize as resources?
• Do you have a community that would support an event or fundraiser?

STEP 3: SET GOALS YOU CAN STICK TO

• Depositing every cent I earn at my job into a savings account: NOT REALISTIC.
• Putting away 25% of every paycheck: REASONABLE!
• Having a car wash and expecting to raise $5,000 in a day: NOT REALISTIC.
• Planning an event with multiple revenue streams like ticket sales, at the door donations, a silent auction, a raffle, and getting the site, materials and advertising donated so I have minimal costs to put it on, expecting to raise $1,000-$3,000: REASONABLE!

Don’t expect one event or revenue stream to make your whole amount for you. Try a variety of options, and see what works best for you.

STEP 4: PLAN AHEAD!
The closer your program date gets, the more stressful raising money becomes. Start early, and set benchmarks of how much you can get together per month. Use the budget calculator to track goals and earnings for you, and ask friends or family members to help hold you accountable. Reward yourself when you achieve your benchmarks... it may help to break your goals down into monetary increments—Sophia from Germany bought herself an ice cream every time she made $500!

How do UWP students fund their program?

Percent of students who use:

<table>
<thead>
<tr>
<th>Method</th>
<th>Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal savings</td>
<td>84%</td>
</tr>
<tr>
<td>Working a full-time job</td>
<td>38%</td>
</tr>
<tr>
<td>Working one or more part-time jobs</td>
<td>54%</td>
</tr>
<tr>
<td>Financial support from parents/family</td>
<td>88%</td>
</tr>
<tr>
<td>Fundraising</td>
<td>48%</td>
</tr>
<tr>
<td>Personal loan(s)</td>
<td>14%</td>
</tr>
<tr>
<td>Sale of personal property (selling your car, for example)</td>
<td>22%</td>
</tr>
<tr>
<td>UWP scholarship</td>
<td>64%</td>
</tr>
<tr>
<td>Other university scholarships or school funding (if participating in Study Abroad program)</td>
<td>8%</td>
</tr>
</tbody>
</table>

Yes, this adds up to way more than 100%, because most people do a combination of these!
KNOW YOUR AUDIENCE
Utilize your social networking skills to maximize the success of your events. Target different audiences – you don’t want to ask the same people over and over. Instead, find ways to reach out in the various communities to which you belong. Consider your high school, university, hometown, work colleagues, family relatives, then plan your fundraisers accordingly.

BE CONSCIOUS OF COMMUNITY EVENTS AND ORGANIZATIONS
Many fundraisers can be held in conjunction with other events. “Piggy-backing” off of organizations who are holding fairs, festivals and other fundraisers can increase the scope and success of your own! Ask them to support you in your efforts and perhaps you can reach an agreement which is mutually beneficial.

RESEARCH LEGALITIES
Some towns have restrictions as to the types of events and solicitations you can do as an individual. Be aware of these regulations and make sure that your fundraisers comply with all local, state, and federal laws. Up with People is not liable for anything related to an individual’s fundraising efforts.

Students in the United States who are raising funds for their student program fee may meet people who request a receipt for their gift in order to claim the donation as a tax deduction. These gifts are not tax deductible. The United States Internal Revenue Service regulations state that a gift is deductible only if nothing is received in return. A donation cannot be specified for a specific student, because it is technically not a donation, it’s a Program Fee payment. Regulations may vary in other countries.

KNOW HOW TO TALK ABOUT UP WITH PEOPLE
The more information you can give prospective donors about the Up with People program, the more inclined they will be to contribute to your cause. People want the assurance that their money is being wisely invested. Be prepared with facts about the program – and be willing to explain to others why you feel it is important, and what you will contribute to make your experience worthwhile.

Remember, you are an ambassador for both your community and country, and you will be giving back to communities around the world through 200+ hours of volunteer service.

PLEASE NOTE: When promoting your activities to raise funds, please take care not to do or say anything that might lead others to believe that you are a “fundraiser” for Up with People. Remember, you are raising money for yourself, not for Up with People. Therefore, your promotions should emphasize you and your participation in the Up with People program.
Fundraising Ideas by Category

**RESOURCES**

Direct donors to pay online at [https://upwithpeople.org/student-payment-form](https://upwithpeople.org/student-payment-form)

Free blogs available at www.blogspot.com

Set up an online donation site at [www.gofundme.com](http://www.gofundme.com) (takes a percent of donation for use of site)

[www.overnightprints.com](http://www.overnightprints.com) is one source for low-cost printing online. They have free design templates, or you can design your own and submit the file. (Even better, ask a local print shop to support you by donating print costs!)

**PROMOTE YOURSELF**

*Get the word out about what you’re up to...*

**Voice Mail Message** - Change your voicemail to alert everyone who calls you that you are up to something special! Let them know that you need their support, and how they can help.

**Website Creation** - Create your own website about your fundraising efforts, and share the link with your network. Start a Facebook page or blog for people to follow.

**Send UWP press release to Local Media** (appendix) - Use the template provided by UWP and add in your own information. Send to your local newspaper, radio & TV stations, as well as your university newsletter/paper.

If you’re planning a community-oriented fundraising event, invite media organizations to cover it and/or interview you. Send the release, and follow up with a phone call. The key to contacting the media is to reach them at the right time of the news cycle. For a daily paper/news program, contact 1-2 weeks in advance. You may need more notice for a weekly or monthly, since they go to print less often.

**Write a column for the local newspaper** - Receive sponsorship from the paper as a traveling columnist.

**Create Business Cards** - Print up some inexpensive business cards and have information about your fundraising efforts on it. Hand out your cards to people you know and new people you meet.

**Church/Synagogue/Mosque or Community Bulletin** - Place a notice in your place of worship bulletin or a community publication letting people know what you’re up to and how they can help support you. Ask if there is a sponsorship available from the general fund.

**Computer Screen Savers** - Ask if you can change the screensavers on the computers in your company or in the labs at your school. Put a message about your fundraising efforts on the screen and tell people how they can help you.

**Alumni Organizations** - Call the alumni association at the university you attended, or any fraternities or sororities you joined. Explain what you’re doing and ask for support. If they have a newsletter, see if you can be featured in a “what are our alumni doing now?”-style article.
**SPONSORS**

*Ask organizations and individuals to contribute to your cause...*

**Corporate Matching Gift** = Ask your company to match the amount of money donated by your fellow employees. Also, ask your parents/friends if their company offers matching gifts.

**Company Sponsorship** = Identify one or several companies and contact them directly to see if they would be willing to partially or fully sponsor you. Consider local businesses before large conglomerates; you want to talk to the decision-maker. How can it benefit them? Carry a product of theirs that you use and review while on your trip, or take pictures of you using all over the world.

**Grants and scholarships** = Available from several organizations which support experiential learning, global leadership, study abroad, and cultural immersion, check websites in the resources section to the right as a place to start.

**Individual Sponsorships** = Ask individuals to sponsor your efforts. Make sure that the people you ask have a good understanding of what you will be doing in UWP. Use the Sponsor letter templates as a guide (appendix). There are lots of variations on how to approach sponsorships:

- **Variation:** Sponsor-a-Day = Ask people to pay for one day of your tour. Take the amount you have left to earn, and divide it by the 154 days you’ll be gone. Acknowledge your donors by sending them a postcard on the day they choose, or writing a blog that they can follow you on your tour. Consider their sponsorship their “subscription” to your blog.

- **Variation:** Collect pledges for each day you’re gone on the program = Ask people if they will give you a certain amount of money for each day that you’re traveling. Pledges can range from just a few cents to up to US $20+ per day.

- **Variation:** Sell stock in yourself = Sell stock in yourself at $25, $50 or $100 per share. Start by sending a Personal Letter: Outline your acceptance into Up with People; give a brief description emphasizing the benefits of the program, the amount of your program fee and the challenge of raising funds, the impact on the community, the investor’s support will provide, and a closing that states that you will contact them within the next few days.

  Follow up with a Folder or Booklet: This is information for the potential investor. It should contain the benefits of investing in a young community member’s future (in greater detail then in your letter); a description of you as an individual (education, achievements, volunteer work, career goals, the program year for which you have been accepted); additional information about the Up with People program; the price per share; a description of return on their investment (investor newsletter/update on experience, a slide show and/or reception at the conclusion of the year, etc.) and a breakdown on the use of funds (student program fee, personal expenses, cost of printing newsletter, etc.)

- **Variation:** Sell sponsors an advance copy of your “product”, example:

  **Recipe Book**  Sell copies of your “international recipe book” in advance of your tour. Then, while traveling, collect recipes from host families and fellow cast members from around the world. Put it together in a booklet that you can have printed and give to your sponsors when you get home! Remember to ask a local print shop if they would donate the printing as an in-kind donation to support you.

**RESOURCES**

*Fastweb Scholarship Search:*  http://www.fastweb.com


- Of the 48% of students who fundraise (see page 4), Individual Sponsorships and variations are the most successful technique!

Restaurant Sponsorship = Ask a restaurant if they would sponsor you, and be willing to give you a percent of their proceeds on a given day or weekend. Then you encourage everyone you know to go eat there on that day, so you are bringing the restaurant additional business, and in exchange they give you a share of their earnings on that one day. Ask if you can put up table tents on the tables to inform customers of what they are supporting by eating there, or even if you can greet customers as they enter to thank them!

Good Karma Tipping Jar = Ask local businesses to put a jar near the register. Tape a picture of you and a brief explanation of the program.

Classroom Sponsor = Make an arrangement with a local elementary classroom to be their class representative around the world for a semester. The class can conduct a fundraising event, such as a bake sale or garage sale. In turn you will write letters, send pictures, etc. from wherever you travel, a great lesson in Geography, International Relations, History, etc. as you travel. When you return you can provide a great presentation telling them all about what you learned.

Approach Local Clubs and Organizations = Send a solicitation letter to your local Knights of Columbus, Lions Club, Rotary Club, Kiwanis, etc. They usually are willing to support individuals in their communities. They are more likely to fund someone they know, so offer to come do a presentation on UWP before and after your trip, or to present your case to their funding committee.

BE FRUGAL

“Extra Change in My Pocket” = Keep a jar near your door and every day put all your extra coins in it. Or, put it on your desk and ask that other people contribute as well! If your friends or family are willing, make change jars for them too.

Variation: Curse Jar = As hard as some people try, it can be difficult to tame a foul mouth. Set out a jar in your work place or home and any time someone says a “forbidden” word, require that they contribute a certain amount of money to the jar.

Live with relatives or friends = Maintaining your own apartment while saving money for Up with People is often challenging. A parent, sibling or friend may be willing to support your fundraising efforts by offering you a home until you join Up with People. Put money saved on rent & utilities towards your UWP fund.

Sell personal items = Many students sell items they will not need during their Up with People semester and don't want to pay to store, such as cars, furniture, etc.

Variation: Consignment- your stuff or someone else's! Offer to do the work for friends/ family of photographing/ posting used items online to sell on sites like Craig's List, or taking them to a consignment shop, in return for a share of the profits.

Recycle = Set up a recycling system for materials that can be redeemed for cash (like aluminum cans, copper building materials, etc.) Collect recyclables in your neighborhood, residence hall or on your campus. This is a great way for your friends to support your effort without costing them any money. Contact your city or county solid waste department for information on where to turn in recycled goods for cash.

RESOURCES

Use Up with People YouTube videos in your presentations to help describe what you are doing.

www.youtube.com/uwpontour

See Event Ideas- Garage Sales- for sales website resources.
I’LL PAY YOU BACK
*Borrowing from your future funds...*

**Look into Loans** = Many students finance their Up with People program investment through loans. Lending institutions sometimes offer stipendiums or low interest rates for students participating in such programs. Remember to borrow responsibly, so you aren’t surprised by the amount of debt after your tour (search out reasonable interest rates.)

**Interest-free or low-interest loans from someone you know** = Arrange a “loan” set-up from a parent, relative or other supporter who has money they’d be willing to lend you. This loan would not need to be paid back until you have returned from your Up with People semester. Set up a business-like form, establishing interest rates, payment amounts, timetables, etc. to be agreed on by both parties.

**Matching Funds** = Do you have a benefactor that wants to support you, but also wants to see you working for your Program fee? Set up a matching fund, so for every dollar you earn, they give you a dollar. If an equal match is too much, consider other ratios: for example, getting an additional 50 cents for every dollar you earn.

**JACK OF ALL TRADES**
*What am I good at, and how can I earn money doing it?*

**Make stuff to sell** = This is a common technique, with a lot of room for personalization and creativity. Past students have sold everything from bumper stickers to t-shirts, bookmarks to jewelry. The key is for your costs to be minimal in ratio to your price (so you actually make money on your product.) Value your time in the price, or get an assembly line of friends or family to help with your creations.

*Variation: Holiday Products* = Diego from Mexico made Christmas baskets. He set a goal to sell 25, and ended up selling hundreds. Brenda from Mexico made “Te Quiero” (I love you) pillows for Valentine’s day, with help from her mom and sister, which she sold in school and door-to-door in her community.

*Variation: Walking Vending Machine* = Jackie from CO bought snacks in bulk (like at Costco or Sam’s Club) and sold them to friends in school. She did this for most of her senior year of high school and raised over $10,000. She had a backpack full of candy/fruit leathers/granola bars with her at all times, and everyone in her school knew to buy snacks from her. She sold everything for $1. She also coordinated having concessions at her little brother’s soccer games (because his team didn’t play at a field that already had a concession stand).

*Variation: Support your local team* = Abby from Missouri sold bead necklaces (think Mardi Gras party beads) before football games for the local college team, as well as professional NFL games outside the stadium before the game. Try “giving” them away with a recommended donation price, and you might be surprised at how generous sports fans can be! Tie a small info card to the necklace about your efforts. Visiting “tailgating” areas before the game is especially effective.

**Get a Better Job** = Mayke from the Netherlands cut back her hours at the coffee shop where she worked, in order to take a second job that made more per hour. She took a position at a local candy factory, and made her money for Up with People making Snickers bars.

**Errand boy/girl** = Offer to serve as someone’s personal assistant for the day (or a few hours) in exchange for a large donation.

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**RESOURCES**
www.internationalstudentloan.com
www.loantolearn.com
www.studyabroadloans.com

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**WALKING VENDING MACHINE TIP:**
“Don’t let the candy melt [like by leaving it in your car] and don’t eat it yourself!” ~ Coty Walker, Colorado USA, Cast A 2009
Baby-, Pet-, House Sitting = Offer up your services for a donation to your tour fund.

Neighborhood Chores = Are you a Mr. or Ms. Fix-It? A lot of your neighbors would probably rather pay you than someone else. Place signs around your neighborhood advertising your services.

Serve as Housekeeper = Offer to clean a friend’s or neighbor’s house (or help with a particular cleaning project) for an agreed upon price.

MORE THAN JUST MONEY
Getting creative with In-Kind donations

Gifts in-kind = Approach a local business to give you (or offer a significant discount on) items needed for your trip. Past students have received gifts of cameras, tennis shoes, work-out clothes, luggage, travel vouchers from travel agencies, etc.

Services you usually pay for = Are you a loyal customer? Ask long-time service providers like your hairdresser, landlord, car mechanic, etc., for a donated haircut, month’s rent, oil change, or other service. Apply the money you would have spent to your fund.

Know a frequent traveler? = Airline tickets can often be donated from someone who has many frequent flyer miles for you to use for your flight to Denver, CO or your flight home at the end of your tour. Be sure and coordinate this early, as most frequent flyer services need to be scheduled far in advance to not incur other fees.

EVENT IDEAS
When planning a Fundraising Event, REMEMBER...

Events take a lot of work to coordinate, advertise and execute. But if done well, they also can offer a big return. If you use this technique, choose a type of event that you’re excited about. Start planning early, and get the word out—the worst thing for an event is for you to do a ton of work and have low attendance.

With all events, make sure that people know why you are raising money. Have your sponsor letter or UWP fliers available. (Ask your admissions counselor for our UWP Flier template!) People are often more generous when they understand and care about the cause.

LARGER SCALE/ PUBLIC EVENTS

Benefit Concert = Organize a musical concert using your own performing abilities along with those of friends, families and performance groups to which you belong. Hold the musical in a donated facility. Ask for donations to support your fundraising efforts. Have a door prize (donated) or a dinner, breakfast, or ice cream social (with donated ice cream) as part of the festivities.

Plan a Race = Ask friends and family to participate in the event (dance-a-thon, walk-a-thon, swim-a-thon, etc.) and have them find sponsors to pledge money for each hour, mile, lap, etc. they complete. Have prizes.

Garage Sale = Gather everything that has been hanging around the house that you don’t need. Ask friends and family for donations. Do you know someone whose house is a prime garage-sale location? Ask them to donate the use of their yard and driveway for your sale.

Variation: Virtual Sale = Post items on www.ebay.com or www.craigslist.com to auction or sell. Take kid clothing & toys to a “Just Between Friends” sale: www.jbfsale.com or google “consignment sale (your city)” to find other consignment opportunities.
Pub Crawl = Organize a themed pub crawl in your city. Arrange drink or appetizer specials with bars or restaurants for customers that have the event button or T-shirt (or other signifying item they’ve pre-purchased from you.) Choose a fun theme that lets participants get creative in their costumes—like a Zombie pub crawl, Pirate pub crawl, Alien pub crawl, etc. Make money either by selling a button or other such item required for participation, or host an “after-party” with a cover charge.

Variation: Themed Party = Rent (or get donated!) a bowling alley, water park/pool, ice skating rink, dance club, etc. Choose a fun theme, and charge admission that covers your costs and makes you money on every ticket. Themes could involve costumes, music style, food, etc.

Golf Tournament = Organize a golf tournament (or mini-golf tournament) where people pay to participate.

Car Wash = Enlist the help of friends and family to set up a car wash. Try to find a business at a busy intersection that will let you use their water access. Bring all the materials and charge people to have their cars washed. Make sure to have people on the corner advertising the car wash and directing cars towards the appropriate place.

Dress Down Day = Ask your company or your parents’ companies to allow for a special day where people are allowed to wear casual clothes to work (if normally business attire is required). If people choose to dress down for the day, request that they “pay” for the privilege.

SMALLER SCALE/PERSONAL EVENTS

Game night = Charge people an entry fee to play in a board game, poker, wii sports, or other tournament. Give a small cash prize as incentive, (like 10% of what you make in the evening, or even better, get prizes donated, so you keep all entry fees).

Movie Party = Pick up a rental video, make some popcorn, and invite your friends and family over for a movie night. Ask them to “pay” for the movie and use the money towards the cost of the program.

Mow-a-Thon = Ask all your neighbors if you can mow their lawn on a given weekend. Charge premium prices for the mow and tell them it’s going towards a good cause.

Dinner around the world = Invite your friends over for a themed dinner featuring cuisine from places you’ll visit on tour, and ask that they pay for the meal to help you raise money. Be sure to charge them more than it costs to buy the food! (so you’ve made some for your program fee) or get a local restaurant to donate food to your cause.

ADDING VALUE TO YOUR EVENT

Appropriate for larger events, consider adding a Raffle or Silent Auction to your Event Plan.

Raffle = Sell raffle tickets for a great prize or prizes that you can get donated from local businesses, friends, and family. Ideas for raffles include sporting team tickets, weekend getaways, homemade quilts, dinner gift certificates, etc.

Silent Auction = At your event, have donated items on display for people to bid on. Donated items are a great way to seek support from local businesses. Ask for products, performance tickets, even art or crafts made by your creative friends or local artists.

SPECIFIC COUNTRY RESOURCES

We hope to grow this section each semester— as you find resources in your community, please share them with your admissions counselor!

China: Seek out part time work translating at these Chinese job sites: 51job.com, zhaopin.com, chinahr.com

The Netherlands: Apply for funding from Studiefonds Plus: www.studiefondsplus.nl
PLEASE NOTE:
The following materials are available to you from your admissions counselor that you can edit in Word or Excel.

INCLUDED ARE:
- Appendix 1: Budget Calculator
- Appendix 2: Sponsor Letter (sample 1)
- Appendix 3: Sponsor Letter (sample 2)
- Appendix 4: News Release “Local Youth accepted to travel in Up with People”

ALSO AVAILABLE for your use (ask your admissions counselor for these files):
- UWP informational flyer
  This flyer is designed to be printed in black & white on white or colored paper. There are three flyers per page. It has general information about Up with People, and future students often print this flyer to send along with a donation request, sponsorship letter, or to hand out at a fundraising event to better explain what you will be doing.
- UWP stock photographs
  These photographs of the show or tour participants are to use for promotional purposes.
APPENDIX 1

Budget Calculator (example)
Editable format available in Excel

Up with People Budget Calculator

This form is for YOUR USE ONLY (you do not need to turn in this form to UWP)

The formulas in this worksheet are programmed to work in Microsoft Excel. If you are opening it in another program, you may need to make manual calculations. In Excel, the boxes at the end will fill automatically with information that you enter on the Budget Calculator.

Complete your BUDGET CALCULATOR by following the steps below:

Step 1. Fill in your EXPENSES INFORMATION:

A. Up with People Financial Summary

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>UWP Program Fee</td>
<td>$17,450.00</td>
</tr>
<tr>
<td>UWP scholarship award**</td>
<td></td>
</tr>
<tr>
<td>(if applicable - see right)</td>
<td></td>
</tr>
<tr>
<td>UWP $500.00 Deposit:</td>
<td></td>
</tr>
<tr>
<td>(If you've already paid your deposit, enter it here.)</td>
<td></td>
</tr>
<tr>
<td>Credit Option Enrollment fee**</td>
<td></td>
</tr>
<tr>
<td>(if enrolling for credits from FSC enter $500 here)</td>
<td></td>
</tr>
<tr>
<td>**Total owed UWP:</td>
<td>$17,450.00</td>
</tr>
</tbody>
</table>

B. Estimate my other expenses

NOTE: expenses listed are examples, and may not apply to all students. Add more lines by right-clicking and selecting "insert row."

<table>
<thead>
<tr>
<th>My Expenses</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spending money for tour (UWP recommends $500-$1000*)</td>
<td></td>
</tr>
<tr>
<td>Airline Ticket to Denver, CO</td>
<td></td>
</tr>
<tr>
<td>Airline Ticket home at end of tour</td>
<td></td>
</tr>
<tr>
<td>Health Insurance for duration of tour*</td>
<td></td>
</tr>
<tr>
<td>Travel supplies (examples: luggage, camera, etc.)</td>
<td></td>
</tr>
<tr>
<td>Entry Visa(s) for countries on tour*</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL: $ -

*see Student Handbook for more information

C. Expenses Summary

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Amount owed UWP:</td>
<td>$17,450.00</td>
</tr>
<tr>
<td>My other expenses</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>TOTAL I NEED TO EARN</strong></td>
<td>$17,450.00</td>
</tr>
</tbody>
</table>

Step 2. Fill in your BUDGET INFORMATION:

A. Money I already have:

List anything that is either guaranteed or already in your possession that you plan to use to fund your trip. Examples: your savings, gift or loan from parents or family members, etc. List the dollar amount in the Actual Amount column.

B. Money I plan to earn/save:
Include any employment, odd jobs, or other income sources, along with estimated amount you’ll earn. List amount in Goal column.

**Step 3. SET FUNDRAISING GOALS:**

- Set goals to challenge yourself -
- Be Realistic: is my goal achievable in the time frame I have?
- Be Creative: what haven’t I thought of yet?

<table>
<thead>
<tr>
<th>EXAMPLE Budget Calculator</th>
<th>Goal Amount</th>
<th>Actual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>(step 2.a) personal savings</td>
<td>$1,200.00</td>
<td></td>
</tr>
<tr>
<td>(step 2.a) graduation money</td>
<td>$450.00</td>
<td></td>
</tr>
<tr>
<td>(step 2.b) work 25 hrs/week ($1100/month for 9 months, save 50% of earnings)</td>
<td>$4,950.00</td>
<td></td>
</tr>
<tr>
<td>(step 2.b) move in with parents (save $400/month on rent for 8 months)</td>
<td>$3,200.00</td>
<td></td>
</tr>
<tr>
<td>(step 3) Sponsor-a-day fundraising campaign (goal: 100 people at $20/person)</td>
<td>$2,000.00</td>
<td></td>
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<tr>
<td><strong>TOTALS:</strong></td>
<td><strong>$10,150.00</strong></td>
<td><strong>$1,650.00</strong></td>
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</table>

### My Budget Calculator

<table>
<thead>
<tr>
<th>Goal Amount</th>
<th>Actual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTALS:**

<table>
<thead>
<tr>
<th>Goal Amount</th>
<th>Actual Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*(to insert lines into your calculator table, right click on a line and select "insert row")*

**KEEP TRACK!** *(watch this worksheet do it for you…)*

<table>
<thead>
<tr>
<th>Money I already have (actual):</th>
<th>$1,200.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>What I think I can earn (goal amount):</td>
<td>$3,200.00</td>
</tr>
<tr>
<td>Goals + Actual:</td>
<td>$4,450.00</td>
</tr>
</tbody>
</table>

**How much left to go (only actual):** $1,650.00

**How much left to go (includes goals + actual):** $17,450.00

**PAYMENT COUNTDOWN...**

Today is: xx/xx/xxxx

<table>
<thead>
<tr>
<th>To get to UWP, I need to raise:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAYS until Program fee is due:</td>
</tr>
<tr>
<td>WEEKS until Program fee is due:</td>
</tr>
<tr>
<td>MONTHS until Program fee is due:</td>
</tr>
</tbody>
</table>

**Planning for Payment: DUE DATES**

<table>
<thead>
<tr>
<th>September 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$500.00 non-refundable deposit</td>
</tr>
<tr>
<td>This deposit holds your place in the program, and applies toward your total Program Fee.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dec 1:</th>
</tr>
</thead>
<tbody>
<tr>
<td>$17,450.00 (remainder owed) Paid in Full**</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Jan 1, Feb 1, Mar 1:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UWP offers an optional payment plan for students who are raising funds right up until their start date. 50% due on Nov 15, with 20%, 20% and 10% due on subsequent dates listed. This payment plan incurs a one-time $25 processing fee.</strong></td>
</tr>
</tbody>
</table>

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**Up with People funding Guide**
NOTE to future student:

You are welcome to adapt this letter to send to your potential contributors. Feel free to personalize this text to fit your needs. Edit carefully to ensure that this letter represents YOU! Page 2 has an example of a paragraph you can insert to do a Sponsor-a-day campaign.

[Insert Today's Date]

Dear Friends,

Hi there – my name is [insert your name]. I’m writing you today to let you know that I have recently been accepted to travel with the international leadership program called Up with People. Up with People is a non-profit organization that provides an opportunity to Travel with a purpose, Perform for thousands and Impact communities through volunteerism and cultural exchange. As most of you know, I live in [insert your city, state] and currently work as [insert your work or study focus].

I am confident that touring with the [program month and year] cast will enrich my cultural experiences and provide me with valuable insights for my future career path. In this ever-changing and diverse world, those best equipped to serve others are the ones who gain firsthand knowledge of its people. I have always had a passion for traveling and welcome the opportunity to immerse myself in cultures outside of my own.

I am thrilled that this opportunity provides a unique way to combine my desire to serve others, my passion to share hope with the world and my eagerness to learn through new challenges. Throughout the tour I will be completing approximately 200 hours of volunteer service with 30+ organizations around the world. I know this will be a valuable step on my journey toward completing [insert a goal you are working towards].

I am seeking your financial assistance for my tour of Up with People. The program fee for my tour in [program month and year] is $17,450.00. This is a significant (but worthy) investment in my future and includes a multi-continent tour, meals, and nearly all of the costs for this opportunity. Although it is a large amount of money, I could never create nor afford such an experience if done on my own. I believe I can reach this goal – I know I was accepted into this program for a reason and I’m excited for this challenge. Any assistance you can provide will go directly toward my program costs and will be of great value in helping me achieve this opportunity of a lifetime. Every little bit helps!

If you have questions about Up with People, please contact myself or my Admissions Counselor, [insert your counselor’s name]. [She/he] can be reached at [phone] or by email: [email address] The program is headquartered in Denver, CO and the website is www.upwithpeople.org.

To help sponsor my participation, you can contribute online or to me directly:

• Online at https://upwithpeople.org/student-payment-form/
  The online form asks for my name and program date, which is [program month and year]
• Checks can be made payable to Up with People along with my name [insert your name] in the Memo section. Please mail your contribution to my address below.

Thank you so much for your time and consideration. I look forward to hearing from you soon!

Warm regards,

[your name]
[your address]
[your phone number]
SPONSOR A DAY

$17,450.00 divided by 154 days = $113.31

This campaign is very effective to close the remaining gap of what you have left to fundraise. Consider subtracting what you’ve already earned from the total program fee and dividing that by 154 days, in order to make the price per day affordable for a wider range of donors.

(Example paragraph to ask for a Sponsor a Day)

My goal is to raise the $17,450.00 for the Up with People program. I’ve already raised _____ and am asking your help to fund the remaining ________. Please consider sponsoring ONE DAY of my tour. On the day of your choice, I will send you a postcard from wherever I am in the world and share with you what I am doing on that day! The cost to sponsor me for one day is ________. 
NOTE to future student:
You are welcome to adapt this letter to send to your potential contributors. Feel free to personalize this text to fit your needs. Edit carefully to ensure that this letter represents YOU!

Little Girl, Big Dreams

Dear Family and Friends,

When I was young, living in our small town in [program month and year] a traveling performing arts and service group came through called Up with People. My family hosted some of the cast members and although I was just ten years old, I remember thinking to myself: “I'd love to do this someday!”

I was drawn to the fantastic music, the many cultures represented, the fun of it all and of course, the adventure of travel. But not yet having finished grade school, this was a far-off dream.

Sixteen Years Later…

After finishing my education in the field of music, I’ve wondered just how this gift and skill might be used. I’d almost forgotten about Up with People, but a number of months ago they came to mind. After looking into it, giving much consideration and ultimately applying, I am thrilled that I have been accepted to join them on tour from [July to December/January to June][insert year]!

Take a moment and imagine life on the road for 155 days: we’ll be living with host families, experiencing other cultures, serving communities, making friends from all around the world, and sharing the love of music with others. This new adventure begins [program month and year] as we all gather in Denver, CO, for an intense month of building an effective international team and learning the music, dance and leadership aspects of the show. Our anticipated itinerary (subject to change) takes to two continents.

What is Up with People?

Up with People (UWP) is a non-profit organization that uses music as a universal language to promote friendship and understanding around the world. They have existed for over 50 years; providing a unique combination of performing arts, community service, international travel and host family exchange to make a positive impact in each community they visit.

As students, it’s a chance for us to gain a global perspective and a better understanding of other cultures and social issues. The program also fosters leadership skills and opportunities for personal growth through community service. In addition to musical performance, we’ll be giving our time and energy to unique community projects in each town/city we travel to.

Joining Me on Tour

I am very excited to be a part of such a well-known organization. As students traveling with UWP, we finance our own way. I am very close to having my trip fully funded and would love to give you each an opportunity to sponsor a day or more. The full program fee is $17,450 and I have been fortunate to have a wonderful job which will allow me to save $7,450 towards the total. My hope and goal is to have the last remaining $10,000 funded by sponsors. All trip funds are needed by [month and year]. Could you help me meet this goal?

My trip length is 155 days. If 155 people agreed to sponsor me with a one-time gift of $65, this goal would be met. That’s about two dollars a week for the next 8 months. So, how about it? Would you “join” me for a day? It would mean so much.

To learn more about Up with People, please check out their website, www.upwithpeople.org. In the coming months, my cast’s travel schedule will be finalized and posted online so you can see our itinerary. You may also follow our travels via facebook at facebook.com/upwithpeople.

If you would like to sponsor a day, please send a check made out to [your name] with UWP written in the memo line. All donations can be sent to:
[your name] [your address, city, state]

For your information, gifts given towards sponsoring individuals with Up with People are not tax-deductible according to IRS guidelines. If you have any further questions you may call (303) 460-7100. Please ask to speak with an Admissions Counselor.
Local Youth Selected to travel with Up with People

FOR IMMEDIATE RELEASE

Up with People, the international educational and cultural program has selected [insert city] youth, [insert your First Name and Last Name] to join [insert Cast A/Cast B] for their world tour that begins next [insert January or July].

[your last name], age [your Age] is the [Son/Daughter] of [your Parents Names] and is a recent graduate of [your High School or College].

Each year hundreds of young men and women between the ages of 17-29 apply to join the international, educational and cultural program for a one or two semester experience that visits diverse communities on a multi-continent tour.

“During the past five decades, the 22,000 participants who have traveled in Up with People have gone on to become enthusiastic leaders in their communities and the world,” said Jenni Trumpa, Up with People’s Director of Admissions. “Equipped with the life skills and broad perspectives learned ‘on the road,’ they have made tremendous differences through a wide variety of diverse career and life choices and have truly become global citizens.” We are excited to have [your last name] represent [insert city] on our next world tour,” she added.

[Insert quote for you on why you are joining Up with People] e.g. “Traveling with Up with People is like a dream come true. I can't wait to travel the world with nearly 100 fellow students representing dozens of countries, providing community service, performing and gaining a better understanding of the world,” [your last name] said.

Although musical talent and performance ability are welcome, individual selection is based on a personal interview rather than an audition. Important consideration is given to a candidate's character and maturity.

Up with People is an independent nonprofit, [501(c)(3)] organization without any religious or political affiliations. It provides young adults an international and intercultural experience that teaches service leadership and uses the performing arts to deliver messages of hope and goodwill throughout the world. Up with People exists today to spark people to action in meeting the needs of their communities, countries and the world while building bridges of understanding as a foundation for world peace. For more information visit www.upwithpeople.org.

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www.twitter.com/upwithpeople
www.youtube.com/uwpontour

Questions? Email enrollment@upwithpeople.org