

**Instructions for contacting prospective SPONSORS:**

(1/18 gr)

Hi ALLGS Members -- Our **Sponsorship Packets** that we are implementing this year for the Planetarium event are ready for you! Please try to get some Sponsorships -- Ask your accountant, your attorney, your friends with businesses, your banks, your financial managers, etc! You can also put together a group Sponsorship of friends, of your ALLGS class from the year you joined, a group of past presidents, etc. Be as creative as you like.

Attached are 5 sheets in the packet, though **you will only use 4 sheets** for each of your asks:

Sponsorship Levels sheet

The Ask Letter -- choose from a General Letter, or the Personalized one

A "Who We Are" sheet

The Contribution Form

Good Luck to all of you in getting a Sponsorship or two!

Warmly, Gladie and Judy, RD VPs

**Sample SCRIPT for asking for (by email) Sponsorships:**

(Change it to anything that's appropriate for you!)

Date: \_\_\_\_\_

"Hi \_\_\_\_\_ -- It was good to see you at \_\_\_\_\_ recently. You may know that I am involved with a wonderful community volunteer organization called Assistance League of LG-Saratoga, which serves the needy communities of Campbell, and yes, Los Gatos and Saratoga. We clothe needy kids in schools with warm coats and jackets and shoe cards; we tutor bilingual Kindergartners one-on-one in Literacy who have never seen a book in their homes, and don't know a single alphabet letter; we read to classrooms regularly; we give books and dictionaries to kids; we provide scholarships for needy kids for their 5th grade Science Camp, we hold baby gift showers for young, first-time moms who are often young teens; we feed seniors 4 days a week at the Saratoga Senior Center; and we volunteer in many other badly needed community services.

On April 29, 2018, from 3:30-7:30 we are holding a Fundraiser at the DeAnza Planetarium with a Planetarium Show, a BBQ dinner, an Auction, a Raffle, a sale of matching restaurant certificates with wines, and a Banjo entertainment group. All the funds we raise will go directly to our Philanthropic Programs like those I mentioned above. As a new step this year, we are also asking for Sponsorships to help support these programs, as well as underwrite the costs of the event. I am hoping you will look over the enclosed Sponsorship sheets, and consider becoming a Sponsor at one of the Levels offered. We would be honored to have you and \_\_\_\_\_(business name)\_\_\_\_\_ as a Sponsor. We would also be delighted to have you join us at the event.

Thank you for your consideration. I look forward to hearing from you.  
Many thanks, \_\_\_\_\_(your name) "