



## Sponsorship Drive Instructions for Students

Contact family members, friends, neighbors and local businesses and ask them for a donation to the El Dorado High School Music Department. Put social media to work for you! E-mail works great too! Friends and family far away can even help out by mailing their donation to the Cougar Band Aides. A digital copy of the donation letter will be posted on the Cougar Band website.

- Family & Friends:
  - Contact them by email, social media or good old snail mail.
  - Tell them to **write your name on the check in the memo area– so we know who gets the credit.**
  - Checks should be made out to ***Cougar Band Aides***
  - Donations can be mailed to: Cougar Band Aides, P.O. Box 18, Placerville, CA 95667.
  - **Very important:** Mail your own personal thank you letter to your generous family and friends.
  
- Local Businesses
  - Wear your blue Cougar Music shirt, look the person in the face, and introduce yourself as a member of the El Dorado High School Music Program. Briefly explain that you are asking for Sponsorships. The money collected will be used to purchase new music, purchase/maintain uniforms, purchase/repair instruments, and provide transportation to competitions.
  - Briefly explain the various appreciation gifts – as outlined in the letter
  - If you receive a donation then have donor fill out the Sponsor Information sheet. **Write your name on it to make sure you get credit.**
  - Checks should be made out to ***Cougar Band Aides***.
  - If you do not get a donation at first contact then leave a copy of the letter with all the info needed for the business. Be sure to follow up in a week.

If you have any questions at all, please contact Kellie Tart at [kellie.mt@comcast.net](mailto:kellie.mt@comcast.net)