

Guide to Meeting Donors

Team 781 – The Kinetic Knights 2013-2014

PLANNING

Name of Donor:

What kind of business or activity is this donor involved in?

What product or service do they offer? How would this be helpful to the team?

What keys points would the donor be **most interested in**? (Check them off)

- Team is well known because of winning competitions and awards and involvement in the community and FIRST.
- Members learn organizational, leadership, business and people skills.
- Members develop technical & Problem solving skills.
- Members all are different (academically, arts, trades, etc.) and work on things that interest them (videography, electrical, awards, programming, etc.).
- Community Involvement
- FLL
- Donating to the team will help them with advertising their company (see *Degrees of Donorship*).

****Make sure you mention the selected key points to capture the donor's interest.*

Schedule Appointment

-Use the “*Donor Questionnaire*” & record when/where/with whom you will be meeting with

-Inform your group of the meeting & review the Donor Package!

****All businesses have been mailed a letter informing them that you will in contact with them in the near future.*

TELLING

-Meet Your Donor – Introduce your self and your partner & shake their hands

-Talk About the Team – Include personal stories and your involvement

-Things to know:

- Basic costs for running the team (Parts & tools to build a robot, computers and software, safety training, registration fees for tournaments)
- 3 things that have contributed to our success (Building a second robot for practice, building practice field, attending more than one regional to help make improvements on the robot)

ASKING

-Refer to your “*Donor Questionnaire*”

There are many ways donors can help to the team. Some contribute money, some in-kind donations, help with training or discounts on materials. Donors are **very important** to the continuation of the team.

THANKING

Mention:

-The benefits of donating to the team, and show them the *Degrees of Donorship* and explain to them what it means and what they get out of it.

-That we will be sending out multiple news letters to help keep them up to date with the team.

-In the spring we will be having an open house that they are invited to see what we have been working on and to let them see the 2013-2014 robot.

Ask them if they would like anymore information on the team or if they would like you to leave the Donor package. Leave them with a button.

End of Meeting – Shake hands and thank them for their time.