

Harvard Model Congress Boston 2012

Dear Faculty Advisors and Delegates,

It is our pleasure to welcome you to Harvard Model Congress Boston 2012 and to present you with this Fundraising and Financial Aid Guide. Every year many of the schools attending our conference benefit from our financial aid program and the resources we provide for fundraising. We realize that the process of raising the funds to attend our conference may seem daunting; however, we are confident that the resources provided in this guide will be a tremendous help.

This guide includes many organizations and institutions to which you can apply for funding, the documentation and preparation necessary to apply for grants, proposals for fundraising, as well as information on how you can apply for financial aid through the Harvard Model Congress Scholarship Program. Please keep in mind that while we try to help all schools and students in need, it is unfortunately very rare for us to provide scholarships that cover the attendance cost for the whole delegation.

Finally, this guide is meant to help you with the process of fundraising, but it is by no means exhaustive. We suggest that you communicate with your PTA, school board members, administrators, local community, and other contacts in order to make fundraising truly successful.

Please let us know if you have any questions by contacting us at the email addresses below. Good luck, and we look forward to seeing you in February!

Best Wishes,

Graham Wyatt

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CREATING A BUDGET

Item	Cost
Attendance Fee	\$
Travel Expenses	\$
Hotel Fees (3 nights)	\$
Food Costs (about \$7-10 per meal for a total of 10 meals)	\$
Other Costs (taxi fares, spending money)	\$
Total Needed	\$

The most essential part of fundraising is being organized and showing your donors that you have put effort and a lot of research into your proposal for funding.

- **Research:** Know exactly what your expenses are. Do not assume, do not estimate, and do not round figures. Seeing as how the cost for travel can change drastically, make sure to do your research so that you show your prospective donors that you are taking your proposal for funding seriously.
- **Economize:** Look into student discounts for air travel, as well as discount websites for air travel. Websites such as www.orbitz.com, www.expedia.com, www.studentuniverse.com, etc. provide great finds especially if you book your tickets early. Another way to avoid the cost of air travel is to consider other means of transportation, such as the train or bus. You could, for example, fly to New York where flights tend to be cheaper and from there travel by bus to Boston. Bus companies like Bolt Bus (www.boltbus.com) or MegaBus (www.megabus.com) provide roundtrip tickets to Boston from as little as \$2 (if you book very early on) to \$40. As far as food is concerned, you should be able to find reasonable prices at the Food Court in the Prudential without having to resort to expensive restaurants.
- **Asking for money:** Be realistic about the amount of money for which you are asking. However, it is a good idea to slightly inflate your budgeted needs when asking for money (just make sure you don't overdo it!), or at the very least not to present your most frugal budget. This way, even if you don't receive the money you asked for, you can cope with the amount you get.

GETTING THE WORD OUT

The simplest way to fundraise is to ask people directly for their support! It is very important to get the word out about what your delegation is doing and what you are going to achieve by participating in Harvard Model Congress. Try to publicize your activity through newspapers, community magazines, or even newsletters to the school board or school alumni.

The best way to begin is by writing a short news release. The news release should include a short description of your activity, logistical information like the dates, and information on the people participating in it. Next, describe why your participation is important. Is this the first time you are participating? Is this the first time your students are traveling out of your state? Is Harvard Model Congress a tradition for your school? Finally, you should mention that your school's delegation is in the process of fundraising, along with the approximate costs. Do not forget to include contact details in case someone would like to donate or help with fundraising.

NEWS RELEASE

From the ABC School, ABC Street, NY

For immediate release, on the 30th of September, 2011.

ABC Students to Participate in Harvard Model Congress Conference

The ABC School Model Congress team has been selected to participate at the Harvard Model Congress 2012 conference to be held in Boston, Massachusetts, February 23-26, 2012.

Twenty five students have been chosen by the school to participate at this prestigious conference. The students and their faculty advisors are now in the process of fundraising.

This will be the first time ABC School participates in such a conference. This trip is a tradition for the ABC School. The conference is the largest model congress conference in the world, drawing, every year, more than 1,200 high school students from across the nation and all over the world. The conference, which is entirely run by Harvard University students, simulates the workings of the United States Congress and provides an opportunity for students to see how policy is created, how bills are passed, and how the Congress functions.

The estimated cost of attendance is \$75 per student but the school's delegation is trying to reduce the cost by actively fundraising. The team has already ensured a sponsorship from the State of NY and is organizing a raffle on the 20th of November 2011 as well as a holiday sale on the 20th of December 2011 to raise the necessary funds. However, for some students the cost is still very high and may impede them from traveling to Boston. If you are interested in making a donation to the ABC Model Congress team or for more information about the ABC trip, contact Mary Smith, the faculty advisor, at (123) 456-7890 or marys@abc.edu.

ASKING FOR MONEY

After publicizing your participation, you should be prepared to start soliciting sponsors and donors. When asking individuals for support, come up with a two-minute speech about why you want to attend Harvard Model Congress and why potential donors should offer their support. Show your enthusiasm and speak from your heart; the most convincing pitches are sincere. Potential donors can include members of your community, friends, family members, friends of family members, teachers, mentors, co-workers, and even strangers.

You may also want to send letters or emails to local businesses, organizations, and even large-scale corporations. Ask around to see if someone around you happens to have a contact in the company or organization you wish to contact. You can also just search online for the name of an individual whose position deals with the local community or charitable giving.

You should compile a list of all the donors and organizations to which you would like to send a letter. Then write a letter which describes who you are, what you are doing, and what you would like the sponsor/donor to do. Make sure to mention from the beginning that you are asking for money; no one will read beyond a vague first paragraph. Moreover, make sure to tailor every letter (if possible) to every donor. If you know the person you are sending a letter to, make a personal note. If you are writing to an organization devoted to education, mention the educational benefits of participation in such a conference. Finally, send your letter to a person, not to an organization as a whole as you are more likely to receive an answer.

See below for a sample letter asking for support:

15 October 2010
 ABC School
 ABC Street, New York
 T: (123) 456-7890
 Fax: (123) 456-7891
 Email: marys@abc.edu

Amy Anderson
 Burger World
 Sponsorships Department
 123 State St., New York, NY 01234

Dear Ms. Anderson,

My name is Mary Smith, and I am writing on behalf of the ABC Model Congress team. The ABC Model Congress team, comprised of bright students who are interested in American politics, participates in high school conferences simulating the United States Congress. I am writing to you today to ask for your help in enabling the students to participate in the Harvard Model Congress conference.

Our school believes that it is very important to provide a “hands-on” approach to education that will allow them to share their opinions with high school students from all over the nation. We were thus very happy to find out that our team was chosen to attend the Harvard Model Congress 2011 conference, to be held in Boston, Massachusetts, February 17-20, 2011. We are very excited for this opportunity and have already started preparing our students for their roles as senators, representatives, members of the press, and court justices, etc.

However, the estimated cost of attendance is \$75 per student in addition to lodging fees. The team is trying to reduce the cost by actively fundraising and has already secured a sponsorship from the State of NY. As Burger World has often supported unique educational initiatives, we were hoping to gain your support for our team, as well. Were Burger World to sponsor us, we would be more than happy to promote the company in our school newspaper, our team t-shirts, or, in coordination with you, we could find some other way to publicize the support from your company.

For your reference, I have attached a budget, a letter from our school principal and the Model Congress Prospectus. We truly believe this is a unique educational opportunity for our students, and we hope you will be able to support us in our effort to attend.

Thank you.

Sincerely,
 Mary Smith

GRANTS

There are many grants geared towards specific projects, regions and recipients. The challenge is finding which grants are appropriate. To aid you in this process, we have compiled a list of organizations providing aid to students looking for funding for educational purposes. Perhaps only a few of them may apply to you, but they are a good start while you are trying to create your own list of sponsors and donors.

Target Field Trip Grants

This year, the Target Field Trip Grants program is providing more than 470,000 students with the opportunity to learn through hands-on experiences at thousands of unique destinations. This spring, \$4 million will be awarded to educators nationwide to fund 5,000 field trips. Since the program's inception, Target has awarded \$9.8 million in grants, providing 1.2 million students in all 50 states the opportunity to experience learning outside the classroom.

Application Open: August 1, 2010

Maximum Grant: Varies

Silicon Valley Education Foundation: Field Trip Innovation Grants

Field trip grants of up to \$500 (\$1000 for a Collaborative Grant) will be awarded to any teacher or group of teachers who works in one of the 34 school districts or charter schools in Santa Clara County. Grants are available to teachers of any grade level. Funds may be used for transportation costs, admission fees, and/or materials needed for the field trip project. The same application form is used for both individual and collaborative grant proposals. Field trip projects must be more than just a student "outing." There must be pre-trip classroom activities, student activities during the trip, as well as post-trip activities.

Deadline: Rolling

Maximum Grant: \$500

Texas Classroom Assistance Grants

The Texas Retired Teachers Foundation (TRTF) is offering four \$500 Classroom Assistance Grants to public school teachers in the state of Texas. Applicants may apply individually, as a group/team, or as a school.

Deadline: Varies

Maximum Grant: \$500

ING Unsung Heroes

Awards are given to K-12 educators pioneering new teaching methods and techniques that improve learning based on innovative methods, creativity, and the ability to positively influence students. Each year, 100 finalists are selected to receive a \$2,000 award, payable to both the winning teacher and his or her school. At least one award is granted in each of the 50 states, provided at least one qualified application was received from each state.

Deadline: April 30th of every year

Maximum Grant: \$25,000

Jordan Fundamentals Grant Program

The Jordan Fundamentals Grant Program recognizes outstanding teaching and instructional creativity in public secondary schools that serve economically disadvantaged students. First to twelfth grade public school teachers or paraprofessionals in schools where at least 50% of the student body is eligible for free or reduced lunch may apply by developing an original lesson plan or thematic unit that demonstrates high expectations for students. Up to 400 grants of \$2,500 will be awarded each year. They may be used for resource materials, supplies, equipment, transportation, costs related to field trips, software, and other items required to implement the proposed lesson or thematic unit.

Deadline: April of every year

Maximum Grant: \$2,500

Kids in Need Foundation

This foundation awards over \$100,000 in grants of \$500 denominations to numerous teachers to fund creative classroom initiatives.

Deadline: September 30th of every year

Maximum Grant: \$500

NEA Student Achievement Grants

The grants aim to improve the academic achievement of students by engaging in critical thinking and problem solving. The work should also improve students' habits of inquiry, self-directed learning, and critical reflection.

Proposals for work resulting in low-income and minority student success with honors, advanced placement, or other challenging curricula are particularly encouraged.

Deadline: Various, generally three deadlines throughout the year

Maximum Grant: \$5,000

Children for Children Grant

Children for Children provides resources to New York City schools and educators via grants and hands-on events and programs that invite students to focus on helping others and to focus on gaining personal skills, problem-solving skills, self-respect, character development, and self discipline. To qualify for grants, schools must demonstrate evidence of leadership and progress. In the past, grants have ranged from \$5,000 to \$28,000 providing materials such as musical instruments, microscopes, libraries and much more.

Deadline: January of every year

Maximum Grant: \$30,000

The Affinity Grant Program

The Affinity Grant Program was created to provide opportunities for low income students in the San Francisco Unified School District to participate in extracurricular lessons or activities that support and encourage their interests and talents.

Deadline: Rolling basis

Maximum Grant: \$500

Additional Resources:

DonorsChoose.org

The online charity network connects donors with teachers or schools seeking additional resources. Educators post on the website a description of a project which needs additional funding. Donors browse through projects and give accordingly.

FUN WAYS TO RAISE MONEY

Raffles

Purchase items or ask companies to donate raffle prizes, such as a gift certificate to a local restaurant. You can buy a roll of raffle tickets from a store or simply print them from a website, such as <http://office.microsoft.com/en-us/templates/CT101436061033.aspx>. Next, make sure to advertise, advertise, advertise! Sell as many tickets as you can. And remember to make sure that your customers understand exactly what their money will be going to support.

Selling Candy

Selling candy is an easy way to fundraise. You can buy bulk candy bars from your local wholesale store (Costco, BJ's, Sam's, See's Candy Shops, etc.) or online. Then, take a few bars with you everyday to your classes to see if others would be interested in buying them for \$1.00. Ask to make an announcement before a class, or walk around the lunchroom. However, be sure to check school policies about selling goods at school before you start your candy sales! You can also sell candy at local sporting events.

Holiday Sales

In addition to selling candy bars during the school year, you can target specific holidays with themed products. Set up a delivery service so that people can order holiday gifts for their friends; allow students to attach a card or a note to the product so that they can send personalized messages, or come up with your own clever spin on selling holiday goods that will set you apart. Holiday sales will take quite a bit of effort and organization, but they also present an opportunity to raise a significant amount of money. Try to do this with other students attending Harvard Model Congress; working in a larger group may be easier (and more fun!) than working alone. Be sure to get approval from your school officials before you begin.

Bake Sale

If you are fundraising with others, you can all host a bake sale. Each member of the group should be responsible for bringing one or two types of baked goods. Set up your bake sale in a place with high visibility; the more people walking by, the greater the chance someone will buy something from you! If you are having the bake sale in a school, try to place the table near the main entrance. Make sure you are ready a few minutes before the end of the school day, so that you can greet the rush of students who are leaving school. Again, be sure to check school policies before setting up on campus.

Potluck Buffet

In addition to a bake sale at the end of the school day, you may also want to host a potluck buffet at night. First, secure a location for the event. Consider your school cafeteria. You can invite teachers, students, and parents for a delicious dinner. Each member of the group should bring at least one dish of food. You can also ask local restaurants for donations. Set up the table so that people can efficiently serve themselves. Charge a lump sum fee at the entrance. You may want to have a theme to the food at the potluck.

Auction

Contact local businesses and individuals for auction donations. These donations could include everything from a new TV to a free tutoring session. Be creative. Then find a location and determine the time. Tell as many people as you can, and have your friends help spread the word. You may also want to find an auctioneer to direct the event; a local radio host or another popular speaker may help draw a larger crowd. If you provide food and drinks during the auction (again, ask for donations from local stores or restaurants), you can also sell tickets to the actual auction in addition to selling the products. After the show, don't forget to thank all the attendees and people who helped out at the event!

Concert

Talk to musically talented friends or music groups in your school to see if they would be interested in this event. First, determine the time and date of the event. Then secure a location for the event. Try your school auditorium. Advertise and sell tickets beforehand to students, family members, or others in your community. Also, sell tickets at the door.

Student/Faculty Basketball Game

Ask your school for permission to use the gym for a student versus faculty basketball game. Ask potential teachers and students to partake in the event. Advertise, and sell tickets to the event. You can also sell snacks or t-shirts at the event. Enjoy the game!

THE HMC SCHOLARSHIP PROGRAM

Dear Faculty,

We are extremely pleased to announce to you that Harvard Model Congress, Inc. will be offering a limited number of scholarships for students attending the 2012 Boston Conference. Harvard Model Congress has always been committed to ensuring that *all* students are able to attend the conference and to enjoy the experience in civic education regardless of background. This deep commitment and many years of hard work finally culminated in the creation of the Harvard Model Congress Scholarship Program in late 2008. The financial aid program is one of our efforts to promote diversity among HMC delegates as well as to increase accessibility to the conference.

Since its inception, the program has awarded a total of more than \$19,000 of scholarships to many deserving students. Last year, we were able to bring a record number of students, many for the first time, to Boston. This year, we are happy to announce that HMC will continue to support a total award fund of \$7,500 to ensure that such experiences are accessible for all students. In addition to the funds provided by HMC, we are actively working to secure additional funds; we are currently in the process of grant writing as well as reaching out to potential sponsors for private donations.

Two types of scholarships will be available this year: a \$75 “Conference Scholarship” to cover the HMC conference fee and a \$285 “Boston Scholarship” to cover the cost of the Boston Sheraton Hotel for three nights and a portion of the meals during the conference. While we can only fund a limited number of scholarships, we encourage all qualified candidates to apply.

Also this year, we are pleased to announce the Roanak Desai Scholarship, a scholarship established in memory of Roanak Desai '00, a beloved friend and treasured Harvard Model Congress alum. Desai was a member of the Stanford MBA program when he passed away in April of 2010. He fell ill while on a trip to Africa and the Middle East. Desai has worked and traveled the world, is a known leader, and has been active in a number of educational organizations. The scholarship established in his memory will allow a student who shares Desai's focus on education, global cooperation, and spirit of diversity to attend Harvard Model Congress.

The process to apply for these scholarships is outlined in the following pages. The application will be available on the HMC website. In order for a student to apply, he/she must fill out an application and submit a written statement explaining why he/she is qualified and deserves to attend HMC. Additionally, we ask for a faculty recommendation that can speak to the student's qualifications as well as the student's financial need. Applications should be emailed to outreach@harvardmodelcongress.org no later than 11:59 PM (EST) on Friday, October 21, 2011. Students and faculty will be notified of the status of their application on Friday, October 28, 2011. Since we are expecting many applications, no late applications will be accepted. Please feel free to reach out to us with questions or concerns.

Tracy Jasper, Director of Outreach
(outreach@harvardmodelcongress.org)

Jyoti Jasrasaria and Shohan Shetty, Co-Presidents
(presidents@harvardmodelcongress.org)

HMC SCHOLARSHIP PROGRAM APPLICATION

PROGRAM OBJECTIVES

The Harvard Model Congress Scholarship Program exists to reach out to students who may not otherwise be able to attend the conference. Our program was created with two major objectives in mind:

- (1) To increase accessibility to the conference
- (2) To increase the diversity of the delegate pool

FINANCIAL AWARDS OFFERED

Harvard Model Congress offers two types of scholarships:

- (1) **Conference Scholarship** – the delegate will be exempt from the \$75 registration fee.
- (2) **Boston Scholarship** – the delegate will receive a \$285 scholarship roughly equivalent to the cost of a hotel room for three nights and an allowance for meals.

In keeping with our program objectives, Harvard Model Congress will award scholarships to delegates who demonstrate the greatest financial need as well as the greatest potential for growth at the conference. Furthermore, HMC will give preference to students who have not yet had the opportunity to attend a Harvard Model Congress conference.

APPLICATION MATERIALS

A complete application requires three parts:

- (1) **The basic information sheet** on the HMC website (*to be completed by the student*).
- (2) **A personal statement** of no more than 500 words (approximately 1 page, single-spaced) indicating the reasons why the student is interested in attending the conference, which committee he or she would like to be placed in, and why. This essay is the student's opportunity to demonstrate how he or she would contribute to our conference. The student should also address his or her financial, family, and/or other relevant circumstances. **The student's name and school must be written at the top of the application along with the name of the specific scholarship for which he/she is applying.**
- (3) **A letter of recommendation** from a faculty member. A faculty member who knows the student well should be asked to write a letter of recommendation for the student. This letter must not only indicate the student's merit, but also confirm his/her financial need. The letter should be no longer than one page. Please email the letter directly to outreach@harvardmodelcongress.org. **No letters from faculty will be read until the student submits items 1 and 2 of the application.**

Note: All application materials should be returned as Word documents attached to the application email. We will accept applications sent from either students or faculty. Faculty members can email their letters separately if the student is applying and the faculty member wishes the letter of recommendation to remain private.

A NOTE ON FACULTY RECOMMENDATIONS

In considering students for these awards, Harvard Model Congress strongly encourages faculty advisors to nominate students with the **greatest potential and the greatest financial need**. Furthermore, faculty advisors are urged to recommend students who have not yet had the opportunity to attend HMC or similar conferences. Harvard Model Congress also encourages schools to give matching awards to the delegates granted HMC scholarships.

TIMETABLE

Applications must be submitted electronically to outreach@harvardmodelcongress.org by 11:59 PM (EST) on Friday, October 21, 2011. Given the expected volume of applications, late submissions will not be considered. Scholarship recipients will be notified via email by Friday, October 28, 2011.

HMC 2011 SCHOLARSHIP APPLICATION - PARTS 1 & 2Please complete and email as an attachment to outreach@harvardmodelcongress.org**PART 1: APPLICANT INFORMATION**

Name of Applicant: _____

Date of Birth: _____

Current Address: _____

Email Address: _____

School Name and Address: _____

Year in High School: _____

Type of Scholarship You Are Applying For: _____

Name of Faculty Member Writing Your Recommendation: _____

Faculty Recommender's E-Mail Address: _____

Have you ever attended a Model Congress or Model United Nations conference in the past? If so, please list the names and dates of these conferences, and the roles you played:

List your extracurricular activities and briefly describe your involvement:

Interests/Hobbies:

Career Goals/Future Plans:

PART 2: PERSONAL STATEMENT

Please address on an additional page why you are interested in attending Harvard Model Congress and which committee you would like to be placed in. Please also address financial, family, or other relevant circumstances that demonstrate need. Please limit responses to 500 words.