

Fundraising Guide

There are many different ways that your class can work as a team or individually to raise money for the trip. This guide will help give you some ideas and give you a basic idea of how to approach the fundraising process.

Step 1. Determine the Cost of the Trip

Camp Cost- Contact us with details about your group so we can give you a personalized rate. Whatever your financial situation, we'll work with you. We're passionate about giving your kids the chance to learn, grow, and play outdoors.

Transportation- Chapel Rock negotiated with [American Explorer Motorcoach](#) to get you a discounted rate of \$600 per bus when you visit our camp. They even agreed to offer a deal of \$400 per bus if you trade with another group at Chapel Rock (contact us to see if your group applies for this option.)

T-Shirts- We partner with [Action Graphics](#) to get you a discount on printing t-shirts. Contact them directly to find out about the deal and make sure to mention Chapel Rock.

Step 2. Make a Fundraising Plan

Here are a few ideas to add to your list of bake sales, walk-a-thons, and raffles:

Tax Credits- Individual taxpayers can get a maximum of a \$200 tax credit for donating to K-12 schools. Tax credit claims can be made on **Form 322**, found here:

<http://www.azdor.gov/Forms/Credits.aspx>

Voluntary Donations- Inform parents about the value of this field trip. Let them know that fees for the trip are outside of the school's budget and that additional fundraising and donations will be necessary to make the trip happen. Give parents the option of donating with the knowledge that if your goal is not met and you are not able to attend the ACOS program this year, they will be refunded their donations.

Grants- There are many grants available for schools. Here are links to a few for which your class may qualify:

[SCA's Environmental Education Grant Program](#)

[Boeing Arizona Local Grant](#)

[SRP Learning Grants](#)

[Target Field Trip Grants](#)

Turn your lesson plan into a fundraiser- If your class is studying soil or plants, have them paint a few plant pots and plant seeds in each one. To lower the cost and enhance the lesson, they can use recycled containers such as plastic bottles, cans, and even old shoes as their planters. Then they get to watch their plants grow through every stage and observe why some plants might be growing differently than others. When the plants are grown and the lesson is over, have a plant sale to raise money for the field trip.

Business Sponsors- Ask local businesses if they'll sponsor your trip and offer to advertise for them in exchange. Print the name or logo of their business on school t-shirts. You support a local business and the proceeds of the shirts can go towards your trip.

How does this work?

- Action Graphics is a t-shirt printing company local to Prescott that offers a 15% discount to school groups visiting Chapel Rock. Contact them to find out about their rates <http://www.actiongraphicsaz.com>.
- Determine how many shirts you want to print.
- Find some businesses that agree to sponsor your trip. Send letters in the mail ([Sample Sponsorship Letter](#)), call, and ask in person. Give them the option of fully sponsoring one or multiple students or partially sponsoring one student. Depending on how much they choose to sponsor, get their names or logos printed on a shirt along with the name of your school and whatever design you want.
- Sell each shirt for a few dollars more than it cost to print.

Step 3. Make a Schedule

Space out your fundraising events so that there is enough time to adequately prepare for each. Get parents and students to volunteer to help run each event. Make sure everyone knows the plan and is involved.

Step 4. Advertise

To make your fundraisers successful, plan ahead and get the word out. Send letters home, post your events in the school newsletter, make flyers to post all around the school, send e-mails, and make announcements at school gatherings. If you chose to use sponsors, start asking around and don't forget to carefully document who your sponsors are and how much they're donating.

Step 5- Say Thanks!

Don't forget to send Thank You Letters to all the businesses and parents who helped you reach your fundraising goal. Any extra money can go towards other classroom improvements or be saved for next year's trip.