



Check online for this
Adopt-a-Group information!



Adopt-a-Group

OVERVIEW

The Adopt-A-Group program, as its name implies, involves asking individuals, businesses and/or foundations to support the GEx Program. It is a very powerful way to show a potential donor the direct effect of his/her donation. The following pages are designed to help you implement an Adopt-a-Group program with your group.



ADOPT-A-GROUP PROCESS

- STEP 1.** Identify any businesses/organizations/individuals that you do NOT want your group to solicit. Reasons not to solicit a business often relate to school policies.
- STEP 2.** Distribute Adopt-A-Group Worksheet & Form to students and have them fill it out. This Worksheet helps students start thinking about potential donors and how they can communicate with them.
- STEP 3.** Students draft a Letter of Introduction to potential sponsors. This letter is the student's formal introduction of the GEx Program to the donor.
- STEP 4.** Make copies of the GEx Letter of Support. This letter is a formal support letter from Global Explorers emphasizing the value of the program for students.
- STEP 5.** Compile a Making the Pitch Packet. The Pitch Packet typically includes: Student Letter of Introduction, GEx Letter of Support and the Adopt-A-Group Form. Press articles about your group, if you have received them, can also be included.

Please find all of the materials you need to complete these five steps in the following pages.



Adopt-a-Group Worksheet

Now that you have thought about where to go for donations, you need to put together some materials to give to the potential sponsor. Here's what you need to do:

- Step 1.** Fill out the Adopt-A-Group Form.
- Step 2.** Write a letter to the sponsor (use the sample as a guide).
- Step 3.** Assemble your Making the Pitch Packet. This includes: your letter, the Adopt-A-Group Form and the Global Explorers Letter of Support.
- Step 4.** Practice what you will say to the potential sponsor with a friend or family member.
- Step 5.** Schedule a visit with the potential sponsor, deliver the Making the Pitch Packet and request a donation!



****SAMPLE****

ADOPT-A-GROUP FORM

****SAMPLE****

MY NAME: _____

ABOUT ME:

MY GOAL:

DID YOU KNOW?

WHY THIS IS IMPORTANT TO ME OR MY GROUP:

IN RETURN FOR YOUR GENEROUS SPONSORSHIP, I WILL:

****This student will be traveling through a nonprofit organization called Global Explorers. Many donations are tax-deductible.**

****SAMPLE******ADOPT-A-GROUP FORM******SAMPLE******MY NAME:** Joe Smith**ABOUT ME:**

I am an 8th grade student at Summit Elementary. I love science and being outdoors. My hobbies include playing basketball and reading. I have one sister and one brother.

MY GOAL:

I would like to learn more about the Arctic because I would like to become a scientist some day. I would also like to help another community with my service work. Our school would like to use this to inspire kids about what they are learning here in the classroom.

DID YOU KNOW?

Much of the forest cover still left on our planet is boreal forest (also called taiga) in the Arctic. The town I am visiting in Churchill is home to polar bears, beluga whales, caribou and arctic fox – to name a few.

WHY THIS IS IMPORTANT TO ME:

I want to learn more about the world so that I can make a difference when I grow up.

IN RETURN FOR YOUR GENEROUS SPONSORSHIP, I WILL:

Give a presentation in your store to your customers and mention the support you provided whenever I can. I will also commit to doing a service project in our own community after I return from my International Field Workshop.

****This student will be traveling through a nonprofit organization called Global Explorers. Many donations are tax-deductible.**

Sample Student Letter

October 16, 2007

Jill Brown
Subway Sandwiches
111 East Street
Oak Park, IL

Dear Ms. Brown,

I am an 8th grade student at Summit Elementary and I am writing to you to request that you sponsor our group for a once-in-a-lifetime opportunity! Our group is participating in an international immersion and service learning program called Global Explorers. Through this program, I will have the opportunity to visit the Canadian Arctic, conduct field science and cultural studies and develop and implement a service project here in Oak Park. Let me tell you a bit more about the program.

We begin preparing for our International Field Workshop at least six months prior to traveling. Every month we learn about leadership, service, science and culture through the Global Explorers Curriculum. During the summer we take a 10-day excursion to the Arctic. Here, we conduct field research, study local cultures and help implement a service project. When we return, we spend six months right here in Oak Park developing and implementing a service project that builds on what we have learned in the program. As you can see, the program is a huge commitment, but I am incredibly excited about what I will learn and see!

Our group is trying to support some of the costs of this program through fundraising. I would appreciate any amount that you could give to help me raise support for this program.

If you are able to make a donation, please make check payable to *Global Explorers and mail to my lead teacher*. Please include a brief letter or note indicating how you heard about the program.

Thanks so much for your time. Please review the enclosed materials for more information about me and the Global Explorers Program. If you have any questions, please call my lead teacher, Mr. Hearnese at 888-8888.

Sincerely,
Sara Rowe



GEx Letter of Support

Dear potential Global Explorers sponsor:

Few things can have a greater impact on the life of a student than an international immersion experience. Our team of educators brings these rich, eye-opening experiences to middle and high school students. Emphasizing science, culture and leadership, our programs educate young leaders to respect and appreciate the diversity of the world in which we live.

Students who go through our programs have an experience that changes their lives forever. They begin to see the world from a more global perspective. They begin thinking about how they can make a difference in their community. And they begin to realize that they have a leadership role to play in making the world a better place.

A student's commitment to Global Explorers is not taken lightly- they take on a great deal of responsibility as they start their educational journey. Prior to their International Field Workshop, students study about the places they will be visiting for six months using our Discovering Classroom Earth Curriculum. Meanwhile, they learn about leadership and service and how they can make a difference in their community. While on our Field Workshops, students have the rare opportunity to engage in hands-on field research (cultural and biological) and to interact with students from another culture. Finally, upon return, students are required to implement a six-month service project that helps bring personal meaning and significance to their international experience.

We take great care to make sure that each and every student's experience is educational, fun, safe and life-changing. That is why we do what we do!

Please keep in mind that Global Explorers is a non-profit 501c3 organization and your contribution may be tax-deductible. Upon receipt of your donation, we will send you a tax-deduction letter if applicable.

We appreciate your consideration of this group's efforts to discover classroom earth with Global Explorers. If you have any questions about the Global Explorers program, do not hesitate to contact us at 888-359-3801 or via email at info@globalexplorers.org.

Sincerely,

David J. Shurna
Executive Director



Adopt-A-Group Tax Deductible Donation Details

Thanks so much for considering a donation to Global Explorers, a 501 c3 tax-deductible organization! Here are the steps you can take to supporting a group of students right now to take part in our life-changing international immersion program.

- Rule 1.** Make your donation check payable to Global Explorers.
- Rule 2.** In the “For” line, please write “Donation Check”. Donations cannot be considered tax deductible if they are written for a specific student.
- Rule 3.** Mail your check directly to the Group Sponsor in charge of this student’s group. Checks mailed directly to Global Explorers will be applied to our general operating expenses.

Street Address: _____

City, State, Zip: _____

- Rule 4.** If your donation is eligible for a tax-deduction, you will receive a letter from Global Explorers for filing purposes.

<small>NAME ADDRESS CITY, STATE ZIP</small>	<small>0123 01-23456789</small>
<small>DATE</small> <u>2/2/04</u>	
<small>PAY TO THE ORDER OF</small> Global Explorers	\$ <input style="width: 80px;" type="text" value="100.00"/>
<i>One hundred and 0/100</i>	<small>DOLLARS</small>
<small>BANK NAME ADDRESS CITY, STATE ZIP</small>	<i>Signature</i>
<small>FOR</small> Donation	

Sample donation check to Global Explorers.

Not every donation to the group will be eligible for a tax deduction. If your check is eligible, you will receive a tax-deduction letter from Global Explorers. Rules include:

1. Tax-deductible donations cannot come from anyone who receives direct goods or services from the Global Explorers Program. This means a student/family cannot write a check out for their participation in our program and claim it is a tax-deductible contribution.
2. Tax-deductible donations cannot be designated to any specific individual.
3. If a donation check arrives that is clearly designated to a specific individual, we will not register this as a donation and will not provide a tax deduction letter.
4. GEx will determine on a case-by-case basis whether donations are tax-deductible. Tax-deductible donation letters will be mailed by GEx to each individual donor.