

## **Sample Fundraising Letter to Faculty**

Humanities Program  
The University of Houston  
1 University Station G6210  
Houston, TX 78712-0583

February 27, 2009

Dear Dr. \_\_\_\_\_,

I am writing to ask for the department's support in funding travel and expenses for eight students to attend the *2009 ReEnergize Texas Summit*, the second youth driven state conference to address climate change in Austin March 28-30. The conference will attract hundreds of young leaders from around the state who are interested in environmental issues, and in particular climate change and its relation to local and global communities, economies, and technologies.

By attending the conference, my group will be able to connect with other student environmental leaders across the country and facilitate information sharing among our peers. The conference will help us bring back tools and information to build a stronger network on the UH campus, and within state and national scopes. Additionally, we will learn skills to develop leaders both on campus and within our community. We will leave this conference with leadership skills including the knowledge of how to work with the media and politicians, building partnerships, and developing leaders.

We will be a stronger and more confident leader in the environmental field as a result of attending *ReEnergize Texas*. It will provide opportunities to see how the latest renewable and sustainable technologies are being implemented. This will also be chance for hands on career exploration, an occasion for personal growth, and will enable us to bring knowledge and skills back to the work being done at UH campus and the state level.

The Humanities Department at UH focuses on bringing an interdisciplinary approach to learning and developing new connections between areas of study. *ReEnergize Texas* fits the goals of the Humanities Department by helping to build stronger and more effective leaders and a base of knowledge that relate to my area of study: environmental, economic, and social justice issues.

I would like to request \$615 to attend this conference. Please see the attached budget, for a more detailed breakdown. Also, if you would like more information about the conference go to [www.ReEnergizeTexas.org](http://www.ReEnergizeTexas.org).

Thank you for your time and consideration.  
(name, email, phone number)

**Projected Budget for 2009 ReEnergize Texas Summit. Please double click on Excel object below:**

**Estimated Budget for 2009 ReEnergize Texas Summit**

Name	Email	Phone	Location	Registration	Transportation	Accommodation	Food	Student Contribution	Total	Comments
				\$15/ person	e.g. \$30 (300 miles at \$2/ gallon (20 mpg) * 1 van (Cost for eight people)	e.g. \$80 for 3 days (4 students share a hotel room @\$80 per room)	Breakfast (# meals * \$) + Lunch + (# meals * \$)+ Dinner(# meals * \$)	Enter amount student can pay (Enter in brackets to subtract from total)	(self-calculating)	
Barack Obama			Houston	\$15	\$30	\$60	\$35	(20.00)	\$120.00	Transp cost for 8
Van Jones			Houston	\$15		\$60	\$35	(50.00)	\$60.00	
Majora Carter			Houston	\$15		\$60	\$35	(10.00)	\$100.00	
Lisa Jackson			Houston	\$15		\$60	\$35	(60.00)	\$50.00	
Larry Schweiger			Houston	\$15		\$60	\$35		\$110.00	
John McCain			Houston	\$15		\$60	\$35		\$110.00	
Sarah Palin			Houston	\$15		\$60	\$35	(75.00)	\$35.00	
Julia Butterfly Hill			Houston	\$15		\$60	\$35	(80.00)	\$30.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
									\$0.00	
<b>Total Funding Needed</b>				\$120	\$100	\$480			<b>\$615.00</b>	