

# Rotary Club Guide

Asking your local rotary club for sponsorship can bring in sizeable donations, and can be as easy as simply sending them a letter!

## What you'll need

- A list of local rotary clubs in your area
- Your letter of authority (if you don't have this, please speak to your contact at the charity)
- Template letter (see page 2 of this document)

## Who to contact

- Find out who your local rotary club(s) are by searching the name of your hometown and 'rotary club' online.
- Some rotary clubs have an online application form, or it may be as simple as sending them a copy of your letter of authority with an accompanying letter.
- Be aware - they may ask you to deliver a presentation explaining why they should choose to support your cause. If you would any help with this, get in touch with your charity contact and they can share our pre-made awareness presentations.



## Top tips

- If you send a letter/email and don't hear anything back, don't be afraid to chase them up! Send another email or try calling them instead.
- You can contact any and as many rotary clubs as you wish, but they often prefer to support local causes so you are more likely to be successful if you grew up in the area where they are based, for example.

Amelia received £400 from her local rotary club!

- Amelia Ireland, Kilimanjaro

# Template Letter

[RECIPIENT'S NAME]  
[RECIPIENT'S ADDRESS]  
[TODAY'S DATE]

[YOUR NAME]  
[YOUR ADDRESS]

Dear [RECIPIENT'S NAME],

My name is [YOUR NAME]. I was raised in AREA and attended SCHOOL from YEAR to YEAR. I am now a student at UNIVERSITY studying DEGREE. In MONTH YEAR I will be undertaking CHALLENGE, as part of a project run at UNIVERSITY, raising money for Meningitis Research Foundation (registered charity no. 1091105). I am tasked with fundraising TARGET for the charity through this challenge, and am fundraising throughout the academic year to do so. I was wondering if ROTARY CLUB might be able to offer a donation to the charity for me.

Optional: add section about your connection to the club (e.g. if you know someone who is a part of it)

Should you be happy to provide me with a donation, your money would go towards the work of Meningitis Research Foundation, who are fighting to create a world free of meningitis and meningitis related septicaemia. Students are the second largest at risk group (after babies and toddlers), which is why, as a student, this charity appealed to me as a particularly worthy cause. The money that you donate to this amazing charity will spent on conducting research into prevention, detection and treatment of the disease; raising awareness of meningitis and its symptoms and the available vaccinations etc.; and providing support for those who have been affected by the disease. Please find attached a letter from the charity authorizing me to fundraise on their behalf.

If you would like to make a donation, I have an online fundraising page where you can make donations directly which is linked below. Alternatively, you can also make donations via cheque or bank transfer – please contact me if you'd prefer to do this. [LINK TO YOUR FUNDRAISING PAGE].

If you have any questions about the CHALLENGE or the charity, or if you would just like to find out more, please contact me at [YOUR EMAIL ADDRESS] or on [YOUR PHONE NUMBER].

Thank you kindly for taking the time to read about my project; I look forward to hearing from you soon.

Yours sincerely,

[YOUR SIGNATURE]  
[YOUR NAME]