Script for Solicitation of Donations

Hello, this is **(state your name here)** with the Federation of Galaxy Explorers. I am wondering who I can speak with in regards to in kind donations…

**(office manager, store manager, owner, doctor etc.).**

**NOTE: Ask for the managers or owners name and write it down. As you are speaking to them address them by their first name.**

Hi “**JOE**”, my name is “**x**” and I understand you are the appropriate person to speak to regarding in kind donations.

I volunteer with a non-profit called the Federation of Galaxy Explorers that works to inspire and education children in science and engineering. We are having our annual gala in Arlington this June, and I’m wondering if you would be willing to donate (**something**) to our Silent Auction. The gala honors the dedicated efforts of our volunteers, and leaders in the aerospace industry. We are expecting over 200 attendees this year and 100% of the proceeds go to the program’s development.

As we are a 501(c)(3) non-profit, we will provide you with a receipt, and your donation will be tax deductible. For your contribution, your company will be printed in the evening’s program and featured on our website, as well as in our social media marketing campaigns.

**(State manager or owners name here**), I want to thank you for taking the time to talk with me today and for your very generous donation of **(fill in blank here).**

Stephanie (Eftimiades), our Director of Events will be contacting you soon in regards to collection of items.

Thank you so much! We greatly appreciate your support!

FAQ

## Gala Specifics

* 200+ guests
* Organization’s volunteers and leaders in aerospace industry
* SOLE fundraiser, held once/year
* Cocktails, dinner, award ceremony, dancing
* Silent Auction, Raffle
* Money raised goes 100% to organization, keeps us afloat throughout the year.
* Sponsors are Lockheed Martin, Analytical Graphics, Northrop Grumman, Aerospace, to name a few

## Silent Auction

* Want actual items if possible
* Gift certificates
* They can be mailed in, or we can pick them up
* They can send promotional materials for the display as well.
* We will advertise their company at the ball
* Tax-deductible

## FoGE Facts

* Programs in DMV, and PA
* Structure: during school year we have Mission Teams that meet and do lessons for badges. Supplemented by:
* Host Space Summer camps in the DMV
* Host Space Career Days
* Host Star Parties
* Connect children with astronauts
* Been incorporated for 12 years
* Entirely VOLUNTEER RUN. There is 1 paid employee, so all money goes towards our mission