



Fundraising

Susana Zerbe

San Jose State University



American Concrete Institute



About Me

- Civil Engineering Major (3rd Year)
- On-campus organizations:
 - *American Society of Civil Engineers: Concrete Canoe*
 - *American Concrete Institute: Bowling Ball (Spring 2019)*
 - *She's the First*
- Worked for *Central Concrete* (San Jose)





Concrete Canoe





Fundraising Methods

- Call your organization's alumni
- Request money from your Student Government
- Apply for scholarships
 - College of Engineering
- Notify College of Engineering of funding needs
 - Notify your organization's advisor





Fundraising Methods (Cont.)

- Ask local companies to sponsor or provide materials
- Ask your local chapter about scholarships/grants
- Fundraisers at local restaurants near your campus
- Bake Sales on campus





Finance

- How to manage Finances at SJSU
 - Associated Students Bank Account
(Accessible to Advisor, President, and Treasurer)
 - Depositing Money
 - Withdrawing/ Reimbursements
 - Donations (Tower Foundation)
[No form of online donation yet]





Requesting Funding Support from SJSU

- Associated Students Funding Request Form
 - Funds: Performer/Speakers, Student Research Project, Apparel, Costume/Uniform, Publicity and Printing, Promotional items, Professional Development and Travel Fees, etc
 - Fill out the form, and specify what organization you are and what you do.
 - Request the items needed, provide photos of item, shopping cart, etc
 - Submit form.
 - Wait 2-4 weeks for approval. (If requesting a large amount of money, present to A.S.)
 - A.S. will send check/ pay for shopping cart.
 - Showcase items once a year for the A.S.



How to Write a Donation Letter

- Letter/Memo format
 1. Cover Page – State that you are looking for donations for your student competition team.
 2. Competition Overview – What is the competition?
 3. Estimated Budget Overview – Why do you need funding? Where is the money going?
 4. Donation Packages – From minimum to maximum donation amounts and benefits.
 5. W-9 Form (Optional but advised) – To provide your donors with proof of the payment for taxing purposes.



SAN JOSE STATE UNIVERSITY
CONCRETE CANOE

ASCE Student Chapter Concrete Canoe Team
SJSU Civil Engineering Department
One Washington Square
San Jose, CA 95192-0083

November 2018

Dear Prospective Funding Partner,

The Concrete Canoe Team at San Jose State would like to ask for your support as we start preparing for the annual ASCE Concrete Canoe competition. This is an opportunity for students to obtain the skills they need, while providing companies a great way to support the next generation of engineers.

With your help, our team will be able to succeed in an exciting competition that allows us to build strong interpersonal skills through teamwork. The competition also provides students an opportunity to gain real-world experience applying engineering knowledge gained in the classroom.

The two ways that you can provide much needed support are:

- Direct financial backing
- Material donations

We have attached an overview of the competition and our plan for the year below. If you would like to find out more about the donation process or the competition itself, feel free to contact us by phone or email. Thank you for your time and we look forward to your support!

Sincerely,
Concrete Canoe Team at San Jose State

Asumi Tsai
Project Manager
canoe@sjsuasce.org
jp.asumi@gmail.com
(818) 534 - 7529

Concrete Convention
and Exposition



THE COMPETITION

The Concrete Canoe Team at San Jose State University is seeking funding to compete in the Concrete Canoe competition, part of the ASCE Mid-Pacific Regional Conference. We will be competing against other schools from Northern California, Nevada, and China. Students from every competing school will showcase their canoes, each representing a year's worth of work. Each team's overall placement is based on the combined scores of the following four categories, which are each worth 25% of the total score: Final Product, Design Report, Oral Presentation, and Races. Each team is required to design a concrete mixture, construct a concrete canoe, and race the final product during competition.



However, in order to make any significant achievements this year, one important factor is the funding. We are asking for your financial contribution to help support the Concrete Canoe Team at San José State so that we can achieve our goal of winning the Mid-Pacific Regional Conference that will be hosted by us ourselves, San Jose State University next April. With your help, we will be able to ensure a successful year.



2018 - 2019 ESTIMATED BUDGET BREAKDOWN

CONCRETE MIX DESIGN & TESTING

ITEM	COST
Tools and Equipment	\$ 300.00
Materials	\$ 700.00
subtotal	\$ 1,000.00

FORMWORK

ITEM	COST
CNC Milling for Foam Mold	\$ 2,500.00
Mold Materials Materials and Equipment	\$ 1,000.00
subtotal	\$ 3,500.00

CONSTRUCTION

ITEM	COST
Tools and Equipment	\$ 1,000.00
Canoe Reinforcement System	\$ 500.00
Canoe Curing System	\$ 300.00
Cross Section Materials	\$ 200.00
Display Board and Table Materials	\$ 300.00
Canoe Stands and Dolly	\$ 500.00
subtotal	\$ 2,800.00

MISCELLANEOUS

ITEM	COST
Travel Expenses	\$ 1,000.00
Team-Shirts	\$ 500.00
subtotal	\$ 1,500.00

GRAND TOTAL	\$ 8,800.00
--------------------	--------------------



2018 - 2019 SPONSOR PACKAGES

SILVER PACKAGE	GOLD PACKAGE	SPARTAN PACKAGE
\$100-\$499	\$500-\$999	\$1000+
Benefits: Company Logo on Team Shirt	Benefits: Company Logo on Team Shirt Team Photo 1 Team Shirt	Benefits: Company Logo on Team Shirt Team Photo 2 Team Shirts

If you are interested in supporting 2018-2019 SJSU ASCE Concrete Canoe Team, please fill out the following information and send along with the check to:

ASCE Student Chapter/Concrete Canoe Team
SJSU Civil Engineering Department
One Washington Square
San Jose, CA 95192-0082

Checks Payable to: The Tower Foundation of San Jose State University

**We are a non-profit organization. All donations are tax-deductible.
Tax ID#: 83-0403915**

ASCE Concrete Canoe Team Sponsor Information

Company Name: _____

Address: _____

Main Contact: _____

Phone Number: _____ Email: _____



Form **W-9**
 (Rev. December 2014)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type
 See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. The Tower Foundation of San Jose State University	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) One Washington Square	Requester's name and address (optional)
6 City, state, and ZIP code San Jose, CA 95192-0183	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	3	-	0	4	0	3	9	1	5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and



Huge thank you to the Northern California and Western Nevada ACI Chapter for supporting SJSU students!

- Students pay almost nothing to travel to student competitions.
- The NC and WNV Chapter funds the travel fees for SJSU students to participate in every ACI competition and convention!
- We are so grateful for these opportunities to network and learn more about the industry!



Questions?