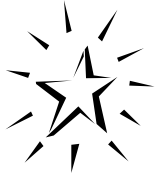




Confidence!



Be prepared to make a quick presentation describing Mock Trial. Explain why attending the local, state or National competition is important to you and to the community (business community also).

Explain how the money will be used.

Explain how the support will be recognized -

Church bulletin

Local newspaper/radio

School newspaper/bulletin/yearbook

Certificate/Letter of thanks and recognition

General Tips:

When calling or writing a letter, always get the person's name and correct spelling.

When leaving a message on voice mail, state your name and phone number clearly (speak slowly).

Be prepared with information -

When/where is the competition?

How much does it cost/how much money do you need?

How will you benefit from participating in the competition?

Speak with as many people as you can about raising funds:

Teachers

Principals

Church/Religious leaders

Parents

Business owners

Community groups

Use your telephone book; it's a great resource!

Members of Congress cannot give students donations.

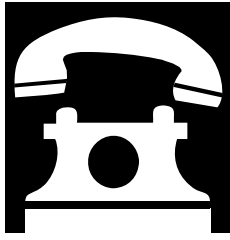
When you return, visit your sponsors and show photos of your trip to the State or National competition.

Don't forget to send a Thank You for any donations!

How else can money be raised?

There are many ways to raise money quickly. Here are some ideas:

Perform Odd Jobs around the neighborhood for individuals or businesses.
Help neighbors with their pets or their homes.



Telephone tips:

- Ø Find a quiet place and time to make the call.
- Ø Always get the person's name – jot it down along with the date and time.
- Ø Have all of your information written down on paper in front of you.
- Ø Introduce yourself – speak slowly and mention that you are a high school student.
- Ø Ask if the person has a couple of minutes to speak with you. If not, ask for an appropriate time to call back.
- Ø State the reason for your call -
 - Ø Be brief and to the point;
 - Ø Take notes;
 - Ø Listen carefully.
- Ø Choose a time to make a follow up call.



Letter Writing Tips

- Ø Make sure the name and address are spelled correctly.
- Ø Be sure the salutation and title are correct.
- Ø Make the letter informative and to the point.
- Ø You might want to mention personal achievements:
Honor Role,
Student Government,
Contests that you have participated in or won.
- Ø You might want to mention if your family is in financial need.
- Ø Be sure that your name and address (and phone number if needed) are included in the letter.
- Ø Use your school's letterhead if possible.
- Ø Have a teacher, another adult or a friend read over the letter before you send it.
- Ø Make a follow-up call to make sure the person received the letter.

Your Name
Home Address

Recipient's Name
Address

Date

Your Name
Home Address
Phone number

Recipient's Name
Address

Date

Your Name
Home Address
Phone number

Recipient's Name
Address

Date

NAME