-Sample Letter from Coach/Leader at Start of Season/Program-

*The University City High School (Team Name) needs your support!*

*The (Team Name) Boosters are a group of dedicated parent volunteers who assist the (Coach X) with aspects of the (Team Name) program. The Boosters are working hard to ensure that each student receives a first-class (Team Name) experience.*

*In order to deliver a high quality (Team Name) program for students at UCHS, we depend on the voluntary efforts of parents and community members. These efforts come from volunteers who are willing to donate their time and labor, or through actual financial assistance to the (Team Name) program at UCHS.*

*With the assistance of the (Coach X), the Boosters have compiled a financial operating budget for the 2017-2018 school year. It’s important to note that the (Team Name) program at UCHS receives only a very small portion from the school to cover some of these costs. The rest is up to us and we believe we can do it with your help! Based on the created budget, our fundraising goal for the 2017-2018 school year is ($----). Because the (Team Name) is free to all students who want to participate, there is no expectation that a student or parent make a financial donation to the program. However, because many have inquired as to what the typical donation range is, we share that for most, a voluntary donation from a family is about ($---). Please know again, however, that* ***ALL*** *students will receive the same opportunities, experiences, and/or materials regardless of whether a contribution is made. Please also know that if we do not raise the anticipated amount set aside for the budget this year, the program will have to**cut back on extra opportunities for our athletes that help make the experience special for our students. We will do our best to raise the necessary funds to make it a great opportunity for our kids!*

*So here’s your chance to help make this year an incredible learning experience for our students. We happen to believe we have a fantastic (Coach) and they need your help to reach our fundraising goals! Please consider this opportunity and need. Your donation, in any amount, would be greatly appreciated. Donations are 100% tax deductible. In addition, your donation also qualifies for matching funds if your employer offers this service. The UCHS (Team Name) Boosters thank you for your continuing support of these talented students!*

*Needed from Fundraising for Team(s): $----*

*$ ---- Pay for Tournament Entry fees*

*$ ---- Pay for uniforms (how many?)*

*$ ---- Pay for equipment (list what kind of equipment)*

*$ ---- Pay for Team Functions (list)*

………………………………………………………………………………

**\_\_\_\_\_** **YES, I would like to support the University City High School (*Team Name*)! Go UC!**

Enclosed please find a check in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_\_ made payable to **UCHS Centurion Foundation**

(Please write “*(Team Name*)” in the memo line.) or pay by Pay Pal at www.uc-centurionfoundation.com

*Please fill out your mailing address in order for us to send you a receipt for your tax deductible contribution of over $250*  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***PLEASE MAIL YOUR DONATION TO:***

**University City High School, Centurion Foundation, 6949 Genesee Avenue, San Diego, CA 92122**

(Make checks payable to **“UCHS Centurion Foundation.”** Write “(*Team name*)” in the memo line)

*Donations are 100% tax deductible.*

*Donor acknowledgement letters for tax purposes will be given for donations of $250 or more at the end of the calendar year of the donation. Cancelled checks or PayPal receipts for amounts less than $250 sufficient for IRS documentation purposes.*