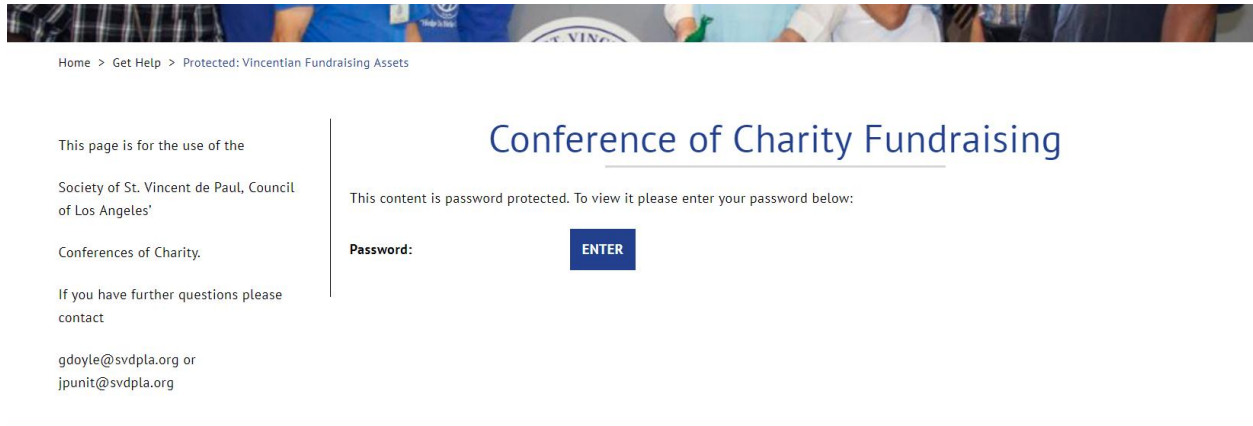


Step by Step Guide to VS Fundraising and Forms

1. Go to <https://svdpla.org/get-help/vincentian-fundraising-assets/>



2. Enter password: vsfundraising
This is case sensitive.
3. Once you log into the page you will not be asked to enter the password again on the same computer. You will see two columns; one for fundraising material and one for Vincentian Services forms.



Description of Material

Column 1: Fundraising Materials

A. Request Letters

Request Letters is where you will find letter templates to ask for donations.

ASK – IN KIND: a donation letter requesting in-kind items (i.e. food for a bake sale, prizes to raffle off, jewelry to auction off at an event)

ASK – AD OR SPONSORSHIP: a donation letter requesting the purchase of an AD for an Event or Tribute Book or to Sponsor an Event. This is where you may ask your local shops, hair salons, or restaurants to purchase Ad Space or ask a longtime supporter, Conference Banker, etc. to Sponsor the event in return for Ad Space, Seating, and/or recognition throughout the event.

ASK – FINANCIAL: a donation letter asking for money (i.e. \$X to cover a campership, \$X to cover X amount of meals for friends in need, or \$X to continue the good works of XX Conference)

B. Thank You Letters

Thank you letters is where you will find template responses to your donors.

THANK YOU – IN KIND: a thank you letter acknowledging the in kind gift and value of the item.

THANK YOU - FINANCIAL OR GENERAL: a thank you letter acknowledging the cash donation. (Note: these letters can also be used to thank donors for their volunteer time, support, and partnership by removing the \$ amount.)

C. Friends of the Poor Walk

Friends of the Poor Walk began as a national program with the purpose of providing local Society of St. Vincent de Paul (SVdP) Conferences and Councils the additional funds to help support their special works projects. Today, that philosophy continues, with Conferences and Councils using the funds from this event to help people living in poverty. On this site you will find assets to start your own friends of the poor walk. For general questions about the National FOP® Walk Program, please contact Nathan Martin by calling (314) 576-3993 ext. 218, or emailing NMartin@svdpusa.org

D. Miscellaneous Items

CONFERENCE LETTER HEAD: this is a template for conferences to create their own stationary

DONATION RECEIPT FORM: this is a template for conferences to give donors receipts when they receive a donation.

Column 2: Vincentian Services Forms

- A. **Fund Request Form:** this is the form to request financial assistance (i.e. rent or utility bill) for friends in need. This must be submitted to your District President.
- B. **Friend In Need Tracker Workbook:** this worksheet is to collect information regarding the friends in need your conference has helped or visited. This should be submitted to your Conference President.
- C. **General In-Take form:** this is the form you should fill out when you initially visit a friend in need to take notes on and bring to your conference meetings to discuss. This should be submitted to your Conference President.
- D. **Volunteer Application Form:** this is the form you should fill out when you first become a Vincentian and then receive your new member packets. This should be submitted to your District Coordinator.
- E. **Conference Funds Request Application:** this is the form you fill out to request funds for your conference. This must be submitted to your District President.