



### **Important information for Requesting Funds from the School**

To begin, please check out some of the available resources online, ex. [www.campusfundraiser.com](http://www.campusfundraiser.com)

Possible campus groups to request funding from:

- Athletic Department (find an actual point of contact, e.g., director, and ask if it is appropriate to request funding for a non-NCAA club sport)
- Student Organization funding group
- College President
- Dean of Students
- Other student organizations, especially other club sports that might be sympathetic to your financial needs (e.g., ultimate, rugby)
- Organizations that your team/club members are also members of (ethnic organizations, political/social organizations, residence halls), ANYTHING—since it's near the end of the year, organizations would probably not mind giving you their extra funds since they can't keep it (it usually goes back to a pool of funds to be used the following year)
- Your own club funds and fundraisers

Important points to include in your funding request letter:

- What NCTTA organizations do
- What places you took in the regional competition(s)
- Date, time of the event
- If you have attended in the past, what titles you took at the nationals and/or regionals
- If you have attended in the past, what organizations helped fund you
- Who you are requesting funding from this year
- The cost breakdown of the tournament
- How much you are specifically requesting from the particular person/group
- Whether you have a club and/or PE class
- How the college benefits from sponsoring you
- Mention the fact that table tennis is an Olympic sport!
- Contact person info

Documents to attach to your funding request letter:

- Official congratulatory letter from **NCTTA**
- Copy of letter specifying the cost of registration, hotel, food, and travel that is included with the congratulatory letter

Follow-up to your letter (Try not to wait until the last minute!):

- Email the person to whom you sent the letter, mentioning the fact that you sent the letter recently, and hoped they had a chance to look it over, and if they have further questions, to feel free to contact you via email or phone.
- Call, speak to the person or their administrative assistant or the club president. For clubs, you can bring your petition directly to the next club meeting. Your physical presence can greatly boost your chance of getting the funding (how can they say no to your face if they can afford to fund you?)
- All the funds you receive should be sent to the club funds account. You will then submit your receipts to get reimbursed from that account.

Documents to save for reimbursement:

- Receipts from plane, hotel, food, other transportation and tournament-related fees.
- REQUEST a receipt for your registration fees from the tournament director at the tournament.

Other important tidbits:

- If your club members are determined to go to the competition whether or not they can receive the full funding, don't wait until you hear whether you've received the full funding—purchase the airplane tickets as early as possible for the lowest rates. Often, you will receive the funding after you've already spent the money out of your own pocket first. It's a risk, but if you have confidence, you should definitely do it.
- The tournament is really exciting, and if it means you might have to spend some money out of your own pocket to go, I would say it's totally worth it. It's also a resume builder. But if you really don't have the funds to spare, sorry...
- Plan ahead—if you think you or your team will qualify for the Championship events, start fundraising regularly and early.