



## Volunteer Fundraising Guide

Thank you for volunteering with Global Dental Relief! Many volunteers successfully offset their trip costs through effective fundraising with a few simple steps.

To help you make your fundraising dreams a reality, we've put together a comprehensive fundraising packet designed to support you in reaching your goals.

While fundraising may feel daunting, especially for newcomers, getting started is easier than you think.

In this packet, you will find:

- **Fundraising Tips and Tricks**  
Do's and don'ts to make your fundraising strategy more successful.
- **Fundraising Methods**  
Creative strategies to reach your fundraising goal.
- **Accepting Donations**  
Detailed information on donation processes and reimbursement policies.
- **Sample Fundraising Letter**  
A sample letter to help guide you in creating your own campaign.

We hope you find this resource helpful! Keep your purpose in mind through this process and stay persistent. While you may encounter some moments of discouragement, remember that you will ultimately connect with supportive individuals. We are here to support you along the way!

## Fundraising Tips and Tricks

1. **Make a list of everyone you know.** Don't leave anyone off. You never know who might be willing to help you achieve your goal. A cardinal rule of fundraising is that if you don't ask, you won't receive!
2. **Write out your goals and reasons for volunteering.** You can include these in your fundraising letter, allowing donors to see how their money will have an impact in the community where you will be volunteering.
3. **Keep your message concise.** Limit your fundraising letter to one page. Donors want to support a good cause without being overwhelmed. For example, say, "Your contribution will help deliver dental care and education to underserved areas of the world."
4. **Specify your financial goals.** When you say "contribution", some people are thinking \$20, while others are thinking \$500. Be honest with them about your financial goal and the amount needed to cover your trip costs.
5. **Convey a sense of urgency.** Be specific about your timeline and provide your supporters with a deadline. This limits their time to forget about giving you a contribution.
6. **Give incentives.** Many people who contribute to your trip simply want recognition and gratitude. Write individual thank you letters, make recognition posts on social media, or bring back small souvenirs for people who donated to your trip. Think about hosting a small open house before you leave to recognize and thank your supporters.
7. **Highlight Tax Benefits.** Inform donors that contributions to Global Dental Relief are tax-deductible. Receipts are provided for donations of \$50 or more.
8. **Always follow up.** Send personalized emails, texts and even make phone calls to your supporters. Call small businesses, civic or religious groups, and your friends or relatives to let them know how important their support is to your cause. One personal follow up can make a huge difference!
9. **Organize a presentation upon your return.** Tangible evidence of your work abroad helps people understand the impact of their donation. Offering to give a presentation upon your return is a great way to secure funding from supporters.

## Creative Fundraising Methods

### **Letter-Writing**

A letter-writing or email campaign is a simple and effective fundraising method you can use. To get you started, a sample fundraising letter is included in this packet. Send letters to friends and family, employers and co-workers, patients, clubs, churches or temples, local banks, foundations and charitable organizations in your area. The Rotary, Lions and Elks Clubs, Junior League, Junior Chamber and The United Way are some larger charitable organizations that may be interested in donating to your cause as well. Don't forget to mention that all donations *made directly* to Global Dental Relief are 100% U.S. tax-deductible.

### **Contact Local Businesses**

Local businesses are often more inclined to contribute than large corporations. Try to make a personal connection with the owner. Begin by sending a letter that includes relevant materials, then follow up with a phone call.

### **Service Clubs/Places of Worship**

Service clubs (like Rotary and Lions), fraternal organizations (such as Elks and Moose), and religious groups are excellent fundraising sources. Tap into your network—do you know someone who is a member?

Contact as many local clubs as possible and request a chance to present your cause. Many clubs hold regular meetings where you can speak for 15-20 minutes about your volunteer work. Emphasize that you're seeking donations for a meaningful cause, not a vacation. Let them know you're willing to share updates with slides or videos when you return.

After your presentation, send a follow-up letter thanking them for their time and reiterating your funding request, specifying how the funds will be used.

### **Social Media / News Articles**

Social media is a powerful tool for fundraising. Share your journey on platforms like Facebook and Instagram and encourage your friends and family to do the same. Ask the GDR office for your personal payment link to make online giving easy.

Additionally, consider sending a press release to local newspapers, alumni magazines, or church bulletins. A short article can help reach a wide audience and boost your fundraising efforts.

## Accepting Donations

Before starting your fundraising efforts, it's crucial to understand the donation process to ensure contributions are credited to your project fee. Here's what you need to know:

### Donors can contribute via check or credit card.

1. **Checks:** Donations should be made out to "Global Dental Relief." Ensure that the donor includes their complete mailing address and writes your name in the memo. Checks can be mailed directly to GDR by the donor or collected by you and forwarded to GDR.
2. **Credit Card:** You will receive a private payment link to share with supporters wishing to donate by credit card.

### Tracking and Reimbursements

Work directly with your GDR project coordinator to keep a running total of all donations received. If your donations exceed the total program fee, you will be refunded up to the amount you have paid personally for the program fee, international airfare, and trip insurance (receipts required). We cannot reimburse you for other trip expenses such as vaccinations, items on the packing list, and supplies donated to the children or clinic.

Money not eligible for reimbursement will be credited to your account to use towards one of our programs within the next calendar year. If unused, the money will be deposited into our scholarship account and will be available for use by future volunteers.

### Tax receipts for donations are issued by Global Dental Relief.

Donations paid *directly* to Global Dental Relief of more than \$50 will receive a thank you/tax letter after the trip concludes. This letter will be sent to the donor's mailing address or email. GDR is unable to provide a tax receipt for donations made through an external platform (ie: GoFundMe or Kickstarter).

### Payment Deadlines

If you are fundraising, your project fee is due 60 days prior to the departure of your trip. The normal deadline is 90 days before departure. If you have not fundraised enough to cover the final balance, you will be required to pay out of pocket. You may continue fundraising until the start date of your program. Any donations received after the balance is paid will be refunded according to our reimbursement policy above.

### Cancellation Policy

If you or GDR cancels or postpones the program, donations will not be refunded. However, funds can be applied to another trip within 12 months of cancellation. If you cancel, all donations will be transferred to our scholarship fund. *If you have any questions, please contact us at 303-858-8857.*

## (Sample Fundraising Letter)

[Date]

Dear [Recipient's Name],

I hope this letter finds you well! I am reaching out to share an exciting opportunity that I am embarking on and to ask for your support.

In [Month/Year], I will be traveling to [Destination] as a volunteer with Global Dental Relief, a charitable organization dedicated to providing essential dental care to children around the globe in underserved communities.

During this service trip, I will work alongside a team of dental professionals and general volunteers to deliver treatment, education, and preventative care to children who lack access to basic dental care.

The cost of this trip is [Total Cost], which includes travel expenses, program fees, and required dental supplies and equipment. While I am committed to funding a portion of this trip myself, I am seeking financial support to help cover the remaining expenses. Any contribution you can provide will make a significant difference and directly impact the lives of those in need.

Your support will help ensure that we can provide critical dental care, including cleanings, fillings, and oral hygiene education. For every dollar raised, I can help bring healing and hope to those who often go without necessary care.

All donations made directly to Global Dental Relief are 100% tax-deductible. You can make a contribution via check (please include my name in the memo) or through my secure payment link. See insert for more information.

Thank you for your consideration and support for this exciting mission. Your generosity will not only help cover my expenses but will also help improve the health and lives of children. I would be grateful for any support you can offer, and I promise to keep you updated on my journey and the impact we make together.

Warm regards,

[Your Name]

**include this information with your letters and emails:**

***To donate by check, please ensure that:***

- Checks are made payable to Global Dental Relief
- Volunteer's name is in the memo section of the check
- Donor's mailing address is provided (either on check or separately)

*Checks can be mailed to Global Dental Relief at: 2090 S Grant St. Denver, CO 80210*

***To donate by credit card:***

Pay online using my personal payment link (**insert link or QR code**).