Fundraising Contacts

Food Service Fundraisers

**Baja Fresh**: [www.bajafresh.com](http://www.bajafresh.com) Look under “Fresh Features.”

**Pizza Hut**: (1397 W. Lane Ave): 481-8035 Jason. Host, serve or bus tables for percentage of bill and tips

**Planet Smoothie** (765 N. High Street): 297-7198 Matt Hamperian. Sell Smoothie Cards

**Panera Bread**: (800) 727-4715 or [www.glscrip.com](http://www.glscrip.com). Sell Panera Cards

**BD’s Mongolian BBQ**: Arena District: 586-0077, Easton: 471-1000 or [www.bdsmongolianbarbeque.com](http://www.bdsmongolianbarbeque.com). Guest Griller Program

**Victory Pizza Card**: (866) 881-9034 or [www.campusfunds.org](http://www.campusfunds.org). Sell Pizza Cards. 1st come, 1st served basis by area to eliminate competition.

Clean up and Concession Stands

**Nationwide Arena**: 246-3686 Tammy McCann. Staff concession stands

**Schottenstein Center**: 292-7469 or osuschottiefundmoney@yahoo.com Gretchen Gombos. Clean up after events in Schott. *Must have tax exempt number (EIN)*

Miscellaneous

**Mia Bella Candles**: 861-9149 or [www.maggieoneal.scent-team.com](http://www.maggieoneal.scent-team.com) Maggie O’Neal. Candle Sales

**2Co’s Cabaret/Shadowbox Cabaret**: 475-5394 Lydia Tew. Sketch comedy/live music. Rent out theater at discount, sell tickets at full price.

[www.fundraising.com](http://www.fundraising.com): all sorts of fundraising ideas and products to sell

**Columbus Zoo**: 645-3590 Jessica Geffert. General zoo duties in admissions, food service, or gift shop.

**University Landscape Architect**: Steve Volkmann.4@osu.edu Weekly campus clean-ups through Physical Facilities Dept Student groups have assigned areas of campus to clean up each week, materials provided by Physical Facilities.
**Your Choice Coupon Books:** 268-2394 James Lee. Purchase discounted coupon books, sell books at full price.

**If your group has academic affiliations, ask your department for a list of alumni or other contacts who may be willing to donate.**

**If there is a place or event that you really enjoy, don’t be afraid to call to find out if they can tailor a fundraising opportunity for your group. It may benefit them as much as it does you.**
Mr. John Smith  
Manager  
Planet Smoothie  
1234 Anystreet  
Anytown, Ohio  
44444  

Dear Mr. Smith:  

My name is Amber Waters and I am the President of the Super Healthy Kids Club at The Ohio State University. Next month, on November 23, we will be hosting a program about healthy eating. The program will take place at 7:30 pm at the Ohio Union and we are anticipating an attendance of about 50 people. In order for this program to run smoothly, it would be very valuable to our participants if you could possibly make a donation for the program. We are asking for any food or smoothie samples you could provide, to show college students that there are healthy, yet tasty food options available for them. Your donation would also be beneficial to you because students will become more familiar with your name and products. We will help promote your sponsorship by putting up advertisements for your company at our program. I thank you in advance for supporting the healthy eating habits of Ohio State University students. If you have any questions, please do no hesitate to contact me.

Sincerely,

Amber Waters  
President  
Super Healthy Kids Club  
(614) 555-1234  
amberemail@yahoo.com
Cold Calling Etiquette

- Research before you make the call. If at all possible, have a specific name to ask for.
- If you need donations for a specific event or date, make sure you call **AT LEAST** two weeks in advance, earlier if possible.
- Smile!! It can be heard over the phone.
- Do not talk with anything in your mouth…this includes gum and candy!

- When the phone is answered, give your name, and the name of the person with whom you would like to speak. ie: “Hello, this is Amber Waters from the Ohio Union. May I please speak to Adam Burden?”
- Give a short 1-2 sentence explanation about the reason for your call, and be sure to ask if you are calling at a convenient time, or if there would be a better time to call back.
- Have an outline or a very good idea of what you want to say. Don’t waste time by fumbling for what you want to say.
- Let them know if and when you will follow up with them.
- Thank whomever you talked to, whether it was secretary, office assistant, or actual contact.
- Leave clear and accurate contact information.

- If you have to leave a voicemail message, make sure it is short and to the point.
- State your name and phone number at the beginning and again at the end of the message.
- Enunciate and speak slowly enough that the person listening to the message is able to understand you.
- If you have to leave a message with an actual person, keep it short and concise so that s/he can get all the information.