

Fund Solicitation

Ethelene K. Hare, Fund Solicitor

Section A – Policy Information

Purpose of fund solicitation. Funds are solicited by Student Science Fair, Inc. to support activities and programs funded under the Operating Fund and Scholarship Fund.

How funds are solicited. Funds are solicited through a direct mail campaign and through grants. A number of corporate sponsors annually sponsor the Science Fair with major corporate contributions. Any funds that are received are deposited in either the Operating Account or the Scholarship Account, are under control of the Executive Director and the Treasurer, and are subject to audit.

Support from the Board of Education. The Chicago Public Schools provides a monetary contribution as well as in-kind support to the Science Fair. In-kind support is at the discretion of the Chief Executive Officer of the Chicago Public Schools and is distributed to the Office of College and Career Success.

Support from the Museum of Science and Industry. The Museum of Science and Industry provides substantial in-kind support in the form of space for the city science fair. The West Pavilion space where the science fair is held is used exclusively by the Science Fair, Inc. for 8 days for set-up through break down at no cost to the organization.

Section B – Procedural Timeline

Month	Duties
June	Prepare and submit online grant applications to ComEd, An Exelon Company and Peoples Gas. Update donors’ database. Add names of new donors and delete names of those who have not contributed in the past three years.
July	Visit the <i>Library of the Donors Forum of Chicago</i> . Research corporation and organization guidelines on projects and programs they will and will not fund. If our organization meets the requirements, prepare and submit grant applications according to the preferred method.
August	Continually, prepare and submit grant applications.
September-October	Draft and duplicate fund solicitation letters for mailing to previous donors. Duplicate contributor’s return form and brochure. Fill fund solicitation packets. This includes minimally a letter, contributor’s return form, and brochure. Mail solicitation packets the first week in October.

Section B – Procedural Timeline (Cont’d)

Month	Duties
September-October (Cont’d)	Prepare fund solicitation report for CPSSSF Board of Directors and Operating Committee Chairpersons meetings.
November-December	As copies of donors’ checks are received, send appropriate thank-you letters. Send fund solicitation packets to new prospects. Prepare fund solicitation report for CPSSSF Board of Directors meeting. Prepare and submit the Motorola Solutions Foundation Innovation Generation Impact Grant Report
January	Prepare fund solicitation report for CPSSSF Board of Directors and Operating Committee Chairpersons meetings. Conduct phone calls and send e-mails to those who did not respond to initial solicitation mailings. Continually, send thank-you letters for contributions received
February	Send thank-you letters for donations received. Prepare and submit an online grant application to the Motorola Solutions Foundation. Prepare fund solicitation report for CPSSSF Board of Directors and Operating Committee Chairpersons meetings. Send thank-you letters for contributions received. Continue to conduct phone calls and send e-mails to those who have yet to respond to solicitation mailings.
March	Prepare and submit an online grant application to the Illinois Tool Works Foundation. Prepare fund solicitation report for CPSSSF Board of Directors and Operating Committee Chairpersons meetings. Send thank-you letters for contributions received.
April – May	Send thank-you letters for contributions received.

Sample Documents

- A. Fund Solicitation Letter
- B. Acknowledgement Letter

Section C – Resources and References

1. Sponsor Contacts

Name	Address	Phone	E-mail
Matthew Blakely Executive Director	Motorola Solutions Foundation 1303 E. Algonquin Road Schaumburg, IL 60196 USA	847-576-7895	matthew.blakely@motorolasolutions.com
Paula Conrad Manager, Corporate Citizenship	ComEd, An Exelon Company 10 S. Dearborn, 50 th Fl. Chicago, IL 60603	312-394-5790	paula.conrad@comed.com
Valerie Corr Hanserd Director, Government and Public Affairs	BP America Inc. 150 W. Warrenville Road MC 600-1WB Naperville, IL 60563 USA	630-961-7821	valerie.corr@bp.com
Mary Houpt Manager, Community Partnerships	Peoples Gas 130 E. Randolph Drive Chicago, IL 60601	312-240-7516	mhhoupt@peoplesgasdelivery.com
Sylvia Nelson Jordan Manager, Academic Competitions	Chicago Public Schools Office of College Career Success 42 W. Madison Chicago, IL 60602	773-553-3593	snelson@cps.edu
David Mosena President and CEO	Museum of Science and Industry 57 th Street and Lake Shore Drive Chicago, IL 60637	773-947-2640	david.mosena@msichicago.org

2. Fund Solicitor

Ethelene K. Hare	501 E. 32 nd Street, #2103	312-842-6223	ehare@att.net
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3. Reference

Library of the Donors Forum of Chicago	208 S. LaSalle Street Suite 1575	Chicago, IL 60604	312-578-0175
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Melanie Wojtulewicz
Executive Director
Chicago Public Schools Student Science Fair, Inc.
P. O. Box 803945
Chicago, IL 60680-3945
Phone: 773-284-6614
Fax: 773-284-1530
E-mail: melwojo@aol.com

October 7, 2017

Mr. Henry Rosenbaum
8845 Kolmar Avenue
Skokie, Illinois 60076

Dear Mr. Rosenbaum:

Science, Technology, Engineering and Mathematics: Connecting Global Innovations is the theme for the 65th Chicago Public Schools Annual Student Science Fair. Approximately, 350 students participated in last year's fair held at the Museum of Science and Industry. This event has been labeled **"The Best Display on the Lake."**

At the close of the 66th Student Science Fair, forty-seven students with projects, ten Symposium finalists and the essay finalist were selected to compete in the Illinois Junior Academy of Science State Exposition. The four top-scoring high school students participated in the International Science and Engineering Fair. At state level, forty students earned *Gold Awards*, Symposium competitors captured nine *Gold Awards*, and the essay finalist won *2nd Place in State*. Two of the four international participants won *4th Place* in their respective categories plus a *\$500.00 cash award*. Our students compete with the best students not only in Illinois but internationally. **You helped to make this possible.**

At the Scholarship Reception in May 2014, Chicago Public Schools Student Science Fair, Inc. awarded \$220,500.00 in financial scholarships and tuition waivers to twenty-five Chicago public school graduating seniors. Additionally, five Chicago public school graduating seniors received \$3,000.00 in Recognition Awards.

Again, your contribution is needed to ensure the success of the 65th Student Science Fair and to support our scholarship program. As in the past, your gift will also provide:

- Financial assistance for students to purchase equipment and supplies to conduct research.
- Support to operate Regional fairs for Chicago public school students.
- Financial assistance for Science Fair Central Workshop coordinator(s).

Enclosed is a brochure describing the background of the Chicago Public Schools Student Science Fair and other options available for your support. A contribution return form is enclosed. A contribution form is also available at www.cpsscifair.org. Chicago Public Schools Student Science Fair, Inc. is a 501(c) (3) not-for-profit Corporation and your contribution is tax-deductible to the extent allowed by law.

Contributions received by February 16, 2017, will be printed in the 2015 Program Book and will be

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listed on the large display sign in the West Pavilion during Science Fair week.

On behalf of the Chicago Public Schools Student Science Fair, Inc., thank you for your past support and thank you for your support today. If you have any questions, please contact me at (773) 284-6614 or by e-mailing me at melwojo@aol.com or Ethelene Hare at (312) 842-6223 or ehare@att.net.

We are counting on your exceptional generosity.

Sincerely,

A handwritten signature in cursive script, reading "Melanie R. Wojtulewicz", is displayed on a light blue rectangular background.

Melanie R. Wojtulewicz
Executive Director

A handwritten signature in cursive script, reading "Ethelene K. Hare", is displayed on a light blue rectangular background.

Ethelene K. Hare
Fund Solicitor/Grant Writer

Enclosures

Acknowledgement Letter

Melanie Wojtulewicz
Executive Director
Chicago Publics Student Science Fair, Inc.
P. O. Box 803945
Chicago, IL 60680-3945
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Fax: 773-284-1530
E-mail: melwojo@aol.com

November 15, 2017

Mr. Henry Rosenbaum
8845 Kolmar Avenue
Skokie, Illinois 60076

Dear Mr. Rosenbaum:

We are in receipt of your contribution to the Chicago Public Schools Student Science Fair, Inc. in the amount of \$1,100.00. Your contribution will be distributed as follows:

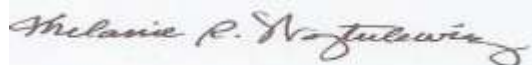
- \$1,000.00 to the Dolores Rosenbaum Memorial Scholarship Fund
- \$100.00 to the Operating Fund

The Chicago Public Schools Student Science Fair, Inc. is a 501(c) (3) not-for-profit corporation which exists to provide academic opportunities for students who may be interested in pursuing careers in science, technology, engineering or mathematics (STEM) education. We view ourselves as the coaches for the nation's next generation of scientists. Your support is very important to us. We realize that future business depends on having a continuing source of talent from which to select.

No goods or services were provided in exchange for this contribution. The full amount of this contribution is tax-deductible to the extent allowed by law.

Thank you for your gift and we will continue to work hard to earn your support of our work.

Sincerely,



Melanie R. Wojtulewicz
Executive Director



Ethelene K. Hare
Fund Solicitor/Grant Writer