



The Institute for Ecological Field Studies dba Wild Studies
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Helpful Reminders

Wild Studies Science Program

Present in person:

Present the letter to potential sponsors in person rather than hoping for a response through the mail. If you know someone at the organization, ask how he or she can help get you in the door.

Call organizations and businesses:

Ask them about their gift programs. Try to schedule an appointment to meet your potential sponsor(s), and give your presentation at that time.

Use quality paper:

Use the highest quality paper and envelopes available to you.

Get personal:

Use people's names and titles whenever possible.

Make a connection:

Highlight connections between you and your prospective giver. Focus on what you are doing and why Wild Studies isn't just travel.

Remember that first impressions last:

When you meet your potential sponsor remember to present a good first impression. Dress appropriately: no sweats or ripped clothing.

Communicate eye to eye:

Remember to offer a firm handshake and look people in the eye when talking with them.

Send a thank-you postcard:

It is important to thank each person who sponsors you for your Wild Studies experience. Send a handwritten thank-you note or postcard.