



Fundraising Toolkit

The following toolkit has been developed to help you plan to attend the LULAC National Youth Convention and prepare a fundraising plan to help cover the associated costs. Before you begin to fundraise, it's important to have a good understanding of your travel plans and the costs associated with attending the event.

Use the worksheet below to outline your personal travel plan details and expenses.

[Click here to access the template.](#)

Example:

PERSONAL TRAVEL PLAN	
Event Details	
Conference Dates	July 27-29, 2022
Conference Location	Governor Pedro Roselló Convention Center 100 Blvd. Saint John, San Juan, 00907, Puerto Rico Phone: +1 787-641-7722
Cost of registration package:	\$175 - Early Bird Youth Member Package
Lodging Accommodations	
Location:	Sheraton Puerto Rico Hotel & Casino 200 Convention Boulevard, San Juan, PR 00907 Phone: +1 787-993-3500 Incidental fee policy:
Room Details:	1 Room(s): 2 Adult(s) per room 2 Double beds

Number of nights:	1 room(s) for 4 night(s) Tues Jul 26, 2022 - Sat Jul 30, 2022
Price per night:	\$172 + fees
Total cost for stay per room:	\$901.14 USD
Travel Accommodations	
Method of transportation:	Flying with Southwest Airlines
Departing Airport:	Dallas (Love Field), TX - DAL
Arriving Airport:	San Juan, PR - SJU
Arrival Flight Info:	Tues July 26, 2022 4:20 PM - 12:30 AM Southwest Airlines # 2906 / 1701
Departure Date:	Sat July 30, 2022 4:35 PM - 11:15 PM Southwest Airlines # 3644 / 4374
Total cost for roundtrip:	\$488.60
Meals	
Provided at conference:	Thurs 7/28: Breakfast, luncheon, dinner Fri 7/29: Luncheon, Presidential banquet
On-your-own:	Tues 7/26: 2 meals, travel day Wed 7/27: 3 meals Thurs 7/28: 0 meals Fri 7/29: 1 meal Sat 7/30: 2 meals, travel day *Suggested budget per meal of \$10.00
Total budgeted for on-your-own meals:	\$80.00
On-site Transportation	
Estimated cost to and from airport:	\$25 Uber ride each way
Total budgeted for on site transportation:	\$50
Other	
Total budgeted for other expenses:	\$50 for souvenirs or other expenses

If you will be attending the event as part of a group, use the following worksheet to outline your group travel plan expenses. [Click here to access the template.](#)

Example:

GROUP TRAVEL PLAN		
Travel & Lodging Budget for Group		
Size of Group:	4 students (2 female, 2 male), 1 chaperone	
Convention Registration	4 Youth packages, 1 LULAC Member package	\$1,000.00
Lodging	3 Rooms, 2 Double beds <ul style="list-style-type: none"> • Room 1 - 2 female students • Room 2 - 2 male students • Room 3 - Chaperone 	\$2,703.42
Airfare Travel	Roundtrip for 5 individuals	\$2,443.00
On-site Transportation	Group will travel together with shared rides	\$50.00
TOTAL		\$6,196.42
Personal Budget		
On-your-own Meals		\$80.00
Other Expenses	Souvenirs	\$50.00
TOTAL		\$130.00

Creating a Funding Proposal to Get Your Costs Covered

Building Your Proposal:

- **The ASK**
 - Write a letter to describe why you need the funding
 - Support this by describing why you **DESERVE** the funding
- **The EVENT**
 - A brief history and description of you or your group
 - Description of event and activities you want to attend
 - Total sum you/ your group/council is requesting
 - How you will evaluate the success of the experience and relay to your sponsor
- **BUDGET**
 - Itemized budget
 - Reviewed logistics

- **Supporting Documentation**
 - Sum of council's community service hours, or individual/group community efforts
 - Statement of support from your faculty advisor, a professor, or a mentor

[Click here to view an example of a Funding Proposal.](#)

Finding Funding

- **Do your research.** There are many funding opportunities and grants available that can help you fund the cost of attending the convention. Look for opportunities based on the convention's goals, your location, age group, racial or ethnic identity, gender, and/or socioeconomic status.
- **Identify sponsors or partners.** By attending the convention, you will be able to bring back what you learned to your community and excel as a leader who can uplift others. Therefore, your attendance can bring about important resources and impact to your community. Find sponsors or partners who have an interest in supporting young leaders, your development and the development of your community.
- **Organize a fundraising campaign.** Fundraising campaigns are an excellent way to raise funding for your group's travel. When fundraising, make sure you communicate why you want to attend the convention and how you can use what you learn to help others. This will help donors understand why and how their contribution would make a great impact.

Fundraising Campaign Ideas

Here are some examples of easy fundraising campaigns you can plan:

- **Product fundraisers.** Sell a product such as chocolate bars or candles. Items that can be bought in bulk may give you a better profit. You can also partner with local businesses looking to promote their products.
- **Service fundraisers.** Host a fundraising event where you offer a service. Some examples are car washes or dog walks.

- **Raffles.** Choose a highly valued item or basket of items and sell raffle tickets to fundraise. Keep in mind how many tickets you need to sell to make a profit after the money to purchase the raffle item(s) has been accounted for.
- **Community sports event.** Host a friendly competitive sports event, such as a soccer game, and sell tickets to raise money. You can also sell waters and other snacks during the game to fundraise extra money

For questions, contact your local LULAC Youth Council sponsor or chaperone.