

SAMPLE SPONSOR REQUEST LETTER
For “Water Rocks” Program

Date

Sponsor’s First and Last Name
Sponsor’s Title
Sponsor’s Business/Organization
Sponsor’s Address

Dear Mr./Ms. (Sponsor’s Last Name),

My name is _____, and I am a _____ (teacher, counselor, etc.) at _____ (Elementary, Intermediate, etc.) School. Our fifth graders have the opportunity to take part in the “Water Rocks” Discover Texas Field Trip, an experiential learning one-day travel program for students presented by Education in Action Education in Action, a 501(c)(3) educational non-profit organization. Education in Action’s “Water Rocks” program takes students to the Waco Mammoth Site to learn about sedimentary rocks, Cameron Park Zoo to explore the Brazos River Country exhibit with a focus on the water cycle, wetland ecosystems, and environmental conservation. Participants continue their day at Inner Space Cavern in Georgetown, where they actively experience the physical components of the Earth’s crust including minerals, rocks, and soil. _____ (Elementary, Intermediate, etc.) School’s fifth grade teachers will have the opportunity to instruct students using hands-on resources and be part of a unique educational experience.

In order to participate in this exceptional educational program, _____ (Elementary, Intermediate, etc.) needs to raise a total of \$_____. This cost covers all expenses for the day, including entrance fees, charter bus transportation, TEKS-based curriculum, training for all adults, lunch, snacks, t-shirts, lunch sacks, and souvenirs. We are asking you and other community organizations to help _____ (Elementary, Intermediate, etc.) with this cost by considering a donation towards this learning opportunity.

Participation in the “Water Rocks” program will be an invaluable experience for _____ (Elementary, Intermediate, etc.) School’s fifth grade class. Through hands-on learning, our students will come away with a deeper understanding of the environment, habitats specific to Texas, and earth science. We will gratefully share with your organization the knowledge we gain through our participation by conducting a presentation of our experience. If you have any questions, please feel free to call me. I would also be happy to meet with you at your convenience. Thank you in advance for any financial help you might be able to offer.

To learn more about the “Water Rocks” Discover Texas Field Trip experience, please visit www.educationinaction.org. Thank you for your time and consideration.

Sincerely,

Your Signature
Your First and Last Name
Contact Phone Number
Address