Dear Student,

Thank you for your interest in SPI Study Abroad! You are already on your way to an amazing study abroad experience. Now, just how to pay for it... Don’t worry! With some careful planning, creative ideas, and a little hard work, you can definitely be on your way to raising enough to fund not only your program fees, but also the flights and extra expenses!

When studying abroad, you are given the opportunity to see the world and explore different cultures and languages. What better way to spend your summer? Students who return from a study abroad program often see it as an experience which matures them personally and intellectually. They praise being exposed to a new way of thinking and living that encourages growth and independence.

After immersing yourself in a new culture, mastering the challenges of learning in a new academic environment, and experiencing the many things the country and its people have to offer, you will discover the experience was truly life-transforming. Also, after graduating college, you will find that the skills you learned from studying abroad are highly valued assets in today’s global society.

Through the many international programs I have participated in, I have learned so much about different cultures, languages and developed life-long friendships around the world. I wouldn’t trade my experiences for anything. I can assure you that anyone who takes the opportunity to break out of their comfort zone, travel and learn more about other parts of the world will definitely not regret it!

That being said, finding sources of funding to pay for this exciting adventure can be quite the challenge for many students. However, there is money out there! In this packet, you will find fundraising tips, help with writing letters to potential donors/sponsors, and ideas for finding scholarships. You have all the resources you need to be successful if you just take the initiative. If you take the time to ask and put forth the extra effort, people will support you! Make your dream of studying abroad a reality!

Good luck!

*Stephanie vanHoek*  
*Former study abroad participant*
STEP-BY-STEP GUIDE

STEP 1: START WITH YOURSELF

- **Part-Time Employment**—A combination of part-time work and odd jobs might be the best way to reach your goal. Examples: babysitting, mowing lawns, working at a local store, etc.

- **Save, Save, Save**—Waive holiday and birthday gifts and request financial gifts or loans instead.

STEP 2: LOOK WITHIN THE COMMUNITY

- **Contact Your Local Rotary Clubs, Lions Clubs, and Round Tables**—Available sources of funding will vary by district. To find the Rotary Club nearest you, go to [http://www.rotary.org/en/AboutUs/SiteTools/ClubLocator/Pages/ridefault.aspx](http://www.rotary.org/en/AboutUs/SiteTools/ClubLocator/Pages/ridefault.aspx)

- **Ask Your Church, Synagogue, or Temple**—See if they will sponsor a special offering, dinner, or raffle and have the proceeds benefit study abroad.

- **Organize a Car Wash, Baked Goods/Candy Sale, Bottle & Can Drive, Craft Sale** - All great ways to provide the community with a service or something sweet to enjoy while raising money!

STEP 3: REQUEST DONATIONS

- **Contact Local Businesses & Organizations**—Explain your goals and ask for their support. (See company template and sample letter)

- **Send a Letter To Your State Senator & Representative**—Ask if they have any funds designated for study abroad. (Use the same template and sample letter that you would send to a company)

- **Ask Your Family**—Explain your financial situation and what they can to do help. (See family sample letter)

STEP 4: APPLY FOR SCHOLARSHIPS

- **DIVERSITY ABROAD** — This website has a good study abroad scholarship and grant directory. Register for free to view specific offers. [http://scholarships.diversityabroad.com/study_abroad.php](http://scholarships.diversityabroad.com/study_abroad.php)

- **SCHOLARSHIPS-4-STUDENTS** — Listing of a variety of scholarships for high school students. [http://www.scholarships4students.com/scholarships_for_high_school_students.htm](http://www.scholarships4students.com/scholarships_for_high_school_students.htm)

- **IIE PASSPORT** — Study abroad scholarship, funding, and grants search by country and subject. [http://www.studyabroadfunding.org](http://www.studyabroadfunding.org)

- **JACK KENT COOKE FOUNDATION** - The JKCF’s scholarships are designed to encourage and support outstanding students from 7th grade through graduate school (applicable for study abroad in any country). [www.jkcf.org](http://www.jkcf.org)

*Remember to search for scholarships based on any unique feature you might have (i.e. different ethnicities, nationalities, talents, disabilities, academic accomplishments, etc.). There are people out there wanting to give money to students for all kinds of things!
SAMPLE COMPANY LETTER FORMAT

Your Name  
Your Address  
Your City, ST, Zip Cope  

February 18, 2009

Mike Hudson  
Director of Finances  
400 Bee Caves Road Suite 300  
Austin, Texas 78703

Dear Mr. Hudson:

My name is Jennifer Brown and I am a junior at Glendale High School. I am planning to spend the summer of 2009 studying abroad in France through Study Programs International. I have been studying French for 3 years and believe that through this experience I will be able to develop fluency in the language and gain a greater understanding of French customs.

The total program fee is $3,400. Upon my completion of this program, I will be able to earn up to 19 hours of college credit by successfully passing the Advanced Placement language exams. Any amount you would be able to contribute to make this experience possible would be greatly appreciated.

The following is a breakdown of my current financial situation:

<p>| | |</p>
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Fee</td>
<td>$3,400</td>
</tr>
<tr>
<td>Airfare</td>
<td>$1,300</td>
</tr>
<tr>
<td>Spending Money</td>
<td>$500</td>
</tr>
<tr>
<td><strong>TOTAL NEEDED</strong></td>
<td><strong>$5,200</strong></td>
</tr>
</tbody>
</table>

Please don’t hesitate to contact me with any questions you have concerning my academic achievements, extracurricular activities, or reasons for studying abroad. I would be more than happy to meet with you at any time and keep you updated with my progress in French. I hope you will consider my request, and I look forward to hearing from you soon.

Sincerely,

Jennifer Brown  
Jennifer Brown  
512-422-2222  
jbrown@gmail.com
Date

Dear Grandma,

I hope everything is going well with you. School is great, and I am thoroughly enjoying playing on the volleyball team this season.

As you know, I have been taking Spanish for the last three years and would absolutely love to study abroad in Spain during the summer. Although my Spanish is improving, I think that a cultural immersion program will be necessary for me to gain complete fluency in the language. I have already discussed this with Mom and Dad, and they both think that going abroad is a fantastic idea. Mom and Dad have agreed to donate one fourth of the trip’s expenses, but I still need a substantial amount of money to make this trip possible.

Balancing school and my part-time job have been hectic for me this semester. I work only ten hours a week because of my school commitments, so I need all the outside help I can get. By participating in this study abroad program, I will be able to earn up to 19 hours of college credit through taking the Advanced Placement exams. This will save Mom and Dad a tremendous amount of money in college tuition.

Here is the breakdown of my financial situation:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Fee</td>
<td>$3,400</td>
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<td>Airfare</td>
<td>$1,300</td>
</tr>
<tr>
<td>Spending Money</td>
<td>$500</td>
</tr>
<tr>
<td>Parents’ Contribution</td>
<td>$(1,795)</td>
</tr>
<tr>
<td>Part-time Job Earnings</td>
<td>$(1,500)</td>
</tr>
<tr>
<td><strong>TOTAL NEEDED</strong></td>
<td><strong>$1,905</strong></td>
</tr>
</tbody>
</table>

As you can see, I am still in need of $1,905. Any amount that you are able to contribute will be greatly appreciated. Thank you very much for being so supportive of my goals. I love you very much!

Sincerely,

Your granddaughter
A FEW THINGS TO KEEP IN MIND

Studying abroad can be such an enriching and eye-opening adventure, and there is no substitute for living and studying in a foreign country if you want to gain in-depth knowledge of the culture’s customs, people, and language. With a few bright ideas, careful planning, and a little bit of patience, you could definitely be on your way to raising enough money to not only cover the program fee, but also your flights and living expenses!

When Writing Your Letters:

¨ GOALS - Really think about what your goals are. Ask yourself why you, yourself, want to study abroad. Perhaps you want to learn a second language, or perfect one you already know. You might want to learn about another culture, diversity your studies, or prepare for college. Maybe you want to travel to meet new people. Whatever your specific reasons are, you should definitely share these goals in your letters to show your prospective sponsors why investing in you will be worthwhile.

¨ PLAN AHEAD - Plan ahead, plan ahead, plan ahead! The more time you give yourself, the more money you can raise! Plus, sponsors definitely will appreciate someone who takes initiative to reach their future goals.

¨ ADDRESS AN INDIVIDUAL - A personalized letter is more likely to be read and considered than a “to who it may concern” letter, which tends to look mass-produced. Address your letters to the specific individual you are targeting and you are much more likely to be successful.

¨ KEEP IT SHORT & SWEET - The people you are talking to are busy and will appreciate you keeping things simple. Letters should be no longer than one page and should be detailed, but concise. Too much information might overwhelm a potential sponsor. Your letter should include:
  - Introduction: who you are, what you want to do, when, where, and why
  - Brief background about SPI (you might include a brochure with your letter)
  - Specific total amount you need to raise to travel
  - How much you are specifically requesting from them
  - How they can make the donation, as well as a deadline if they choose to donate
  - All of your contact information as well as SPI’s, should they have questions
  - Express thanks!

¨ FOLLOW UP - Again, the people you are contacting are busy and even if they are interested in helping you, your letter could easily be put aside and forgotten. Always do a follow up call. It make the difference between a donation or a rejection.

¨ THANK YOU NOTES - When you do receive a donation, it is very important to send a hand-written thank you ASAP! This shows them they invested in a quality person and won’t regret their decision. You might also consider sending them a postcard from your trip!