

**KAPPA DELTA PI BOWLING FOR EDUCATION**  
**Instructions for Sending Business Sponsorship Letters**

1. Review the company contribution contact list. Pick 4-5 that you are interested in contacting (also applies if you have another company in mind), and let Teaira know, [tlittle@uta.edu](mailto:tlittle@uta.edu), as it is important that we do not overlap in our requests.

Write down your businesses' contact information so you don't forget:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Go to the Bowling for Education website: [www.uta.edu/coehp/undergradadvising/kappadeltapi/bowling](http://www.uta.edu/coehp/undergradadvising/kappadeltapi/bowling). Click on the 'Seek business sponsorships' link. Download all three of the following:
  - a. Business Letter
  - b. Business Donation Form
  - c. Sponsorship Levels Form
3. Print one of each of the above for every business you contact. Print in high-quality color!
4. Important notes about the Business Letter:
  - a. Change the address lines at the top so the information is customized to each business you contact.
  - b. Change the salutation at the bottom to your name.
  - c. After printing, sign your name above your printed name.
5. Optional, but recommended: Include a stamped, addressed return envelope for the business to mail their contribution. The address on the envelope should be:

Teaira Little  
Kappa Delta Pi Bowling for Education  
The University of Texas at Arlington  
Box 19026  
Arlington, TX 76019-0026
6. Put all three documents and the return envelope in an envelope. Either mail or hand-deliver it to the business. Hand-delivering is good for a personal touch, especially for making arrangements to pick up the business' contribution yourself, but it is optional.
7. The business can either mail us their Donation Form and contribution, or you may collect them yourself and deliver them to Teaira Little in 501 Carlisle Hall.
8. Business contributions must be received by Thursday, March 29th.

After the event, we will be sending all contributing businesses a thank-you letter and invoice they can use for tax purposes.