



ENGINEERS WITHOUT BORDERS-USA
PUGET SOUND PROFESSIONAL CHAPTER

Building Across Borders 2013

May 20th, 2013

5:30 PM – 9:00 PM

Seattle University, Campion Ballroom

Table Captain Guide



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The purpose of this packet is to give you all the information you need to successfully raise awareness and support for the EWB Building Across Borders Fundraiser. It includes:

- Guide on how to approach your company
- Table purchase plans
- Other donation and sponsorship opportunities
- Corporate donation form
- Information sheets for your company, emails, or bulletin boards

Many companies will be interested in supporting us at EWB, but the key is to contact them early! We are less than two months from the BAB, which means you should talk to your company as soon as possible.

The purpose of a table captain is to rally your company to make a corporate purchase of a table. Doing this means you and your co-workers can attend the event for free! As you use this guide, please don't hesitate to email me with any questions or suggestions.

Wes Stange

Fundraising Chair, PSP Chapter

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Approaching Your Company

The first step in the process is identifying who can authorize corporate donations, because that's what this is. You know your office best, but if you're new to the company, try asking your immediate supervisor or an experienced co-worker. Don't be surprised if it has to be cleared by the president, CEO, or owner. But have no fear, asking to support a non-profit like EWB is always a good thing.

Next, you should prepare what you're going to ask. Review the next few pages about what type of donations and sponsorships are available so you're ready to answer questions. But you should go in with a goal of getting a table purchased! Here's an example:

"Hey boss, I'm a member of Engineers Without Borders. We're a non-profit that partners with international communities to build needed infrastructure projects. We're having a fundraising dinner and auction in May. How do I go about getting our company to sponsor a table for some of our employees to attend?"

It's very likely you'll get questions about everything from what time the event is to how we use our funds at EWB. So here are some FAQs that will help guide you through some concerns you may face.

Q: How will this benefit our company? (If this isn't asked, bring it up yourself!!)

A: All donations are fully tax-deductible. Also, by donating at any level your company will be recognized at the event, which is attended by hundreds of engineers and engineering students in the Puget Sound. It is an excellent way to get your name out to some of the talented people in Seattle. Finally, it is a great reward for employees to attend a night of auctions and games!

Q: What's going to happen at BAB?

A: The BAB will start with dinner (beer and wine at the bar) and music. Before and during dinner, there will be a silent auction on a bunch of different gifts. After dinner, there will be a live auction for large items, such as vacation packages. There are several other games scheduled throughout the night so the energy stays high, and everyone has a great time!



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Q: What is EWB?

A: Engineers Without Borders-USA (EWB-USA) is a non-profit organization established in 2000 to partner with developing communities worldwide in order to improve their quality of life. This partnership involves the implementation of environmentally and economically sustainable engineering projects, while involving and training responsible engineering professionals and students.

Q: What type of work do you do?

A: EWB-USA projects involve the design and construction of water, waste-water, sanitation, energy, and shelter systems. These projects are initiated by, and completed with, contributions from the host community, which is trained to operate the systems without external assistance. In this way, EWB-USA ensures that its projects are appropriate and self-sustaining.

Q: What projects does the Seattle chapter work on?

A: We are actively involved with a bio-diesel reactor in Jamaica that provides fuel for emergency vehicles; helping a Nicaraguan community build a waste water treatment process so their village has a sustainable coffee industry; and designing an orphanage in Tanzania.

Q: How are donated funds used by the chapter?

A: All funds are applied to direct costs of our projects in partner communities. These costs are building materials, as well as travel, lodging, and food for our volunteers while out of the country. No EWB member receives payment for their work – we are all unpaid!



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Table Purchase Plans

We are offering four different table purchase plans for companies. They are designed to run the range from small offices to large corporations. Here are the donation levels, along with what companies will receive for the donation.

“Making A Difference” Sponsor- \$1,000 donation

- Four tickets to BAB (half a table)
 - Company’s name on EWB-PSP chapter website for one year
 - Company’s name on BAB program and email reminders
-

“Improving Lives” Sponsor - \$2,500 donation

- Eight tickets to BAB (full table)
 - Company’s name on EWB-PSP chapter website and meeting emails for one year
 - Company’s name on BAB program and email reminders
-

“Beyond Borders” Sponsor - \$5,000 donation

- Sixteen tickets to BAB (two full tables)
 - Company’s website linked via banner on EWB-PSP chapter website for one year
 - Company’s name on EWB-PSP chapter website and meeting emails for one year
 - Company’s name on BAB program and email reminders
-

“Changing the World” Sponsor - \$10,000 donation

- Thirty-two tickets to BAB (four full tables)
- Company may setup a literature display at BAB and give a 3 minute speech during dinner
- Company’s logo printed on BAB tickets
- Company’s website linked via banner on EWB-PSP chapter website for one year
- Company’s name on EWB-PSP chapter website and meeting emails for one year
- Company’s name on BAB program and email reminders



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Other Donation and Sponsorship Opportunities

While EWB members should initially try to obtain one of the table purchase plans, it's very possible that a company may not be able to donate money. This could be because all the year's funds have been allocated, or perhaps there are very strict donation rules within your company. However, you may find that when a company can't donate at that time, your boss may want to donate something to make up for it! Just like corporate donations, any item will be fully tax-deductible.

Auction Item Donations

We are seeking large and small items to feature in our live and silent auctions. This can range anywhere from a Starbucks gift certificate all the way to a week's stay at someone's private house in the San Juan Islands. However, we are only seeking new and unused items for the silent auction. Live auction items are typically get-away packages or houses.

BAB-Specific Donations

There are some limited opportunities for companies to help out for the BAB in addition to buying a table package. For instance, if a company wants to "sponsor the music", we can promote that in the BAB program and near the musicians. Other options include sponsoring dinner and the bar. Because this is for special cases and there are not many options available, contact Wes Stange directly if your company is interested.

Cash Donations

This is always an option! Even small amounts add up. However, don't take this to your fellow employees. Try to convince them to buy a ticket and join you at the BAB event!



DONATE TODAY

YOUR DONATION

I would like to make a donation of \$300 \$150 \$50 \$_____

Make my gift in honor of _____

Send notification to

name

address

city, state zip

email

ALLOCATE YOUR DONATION

Puget Sound Professionals

Seattle University

University of Washington

Equally for All 3 Puget Sound Chapters

PAYMENT INSTRUCTIONS

I would like to pay via check payable to EWB-USA

visa mastercard

card number

expiration security code

signature

BILLING INFORMATION

name

address

city, state zip

phone

email

That's it! Just return this completed form to EWB-USA, 4665 Nautilus Court, Suite 300, Boulder, Colorado 80301 with your enclosed check (payable to EWB-USA) or credit card information, and we'll take care of the rest. Thank you for your contribution!

The Fourth Annual

BUILDING ACROSS BORDERS



building a better world, one community at a time

AUCTION ITEM DONATION FORM

On May 20th, the Puget Sound Chapters of EWB-USA (Professionals, UW, SU) will hold our Fourth Annual Gala event at Seattle University's **Campion Ballroom**.

Our volunteer-powered organization thanks you in advance for your donation!
Your support benefits sustainable community-driven development programs around the world. Since EWB-USA is a nonprofit, your donation is tax deductible. Our tax ID number is 84-1589324. A receipt will be mailed to you soon.

CONTACT INFORMATION

Donor or Company Name (as it should appear in the Catalog)

Address

City

State

Zip

Phone #

Fax #

E-mail

Website

Contact Name

Phone Number

Signature (required)

Date

I wish to remain Anonymous

DONATED ITEM INFORMATION DEADLINE: APRIL 16TH, 2012

Detailed catalog item description: *size, quantity, date(s) of event or hotel stay, airfare included, restrictions or other pertinent information*

Item Type

Tangible Item

Gift Certificate

Trip/Event

Other:

Expiration Date

Fair Market Value (\$)

Contact Person for Item

Contact Info (if different from above)

By April 16th, 2012, I will: Deliver auction item to Room 525 of the Seattle University Engineering Building
 Make other arrangements:

FOR INTERNAL USE ONLY

Category

Tracking Number

Storage location

Chapter

Please Email Completed Form To: auction@ewbseattle.org