



# **SANKALP**

*-A pledge to change*

Website: <http://www.sankalpnitjamshedpur.org>

Email ID: [contact@sankalpnitjamshedpur.org](mailto:contact@sankalpnitjamshedpur.org)

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## **SPONSORSHIP TEAM**

Sponsorship team will have maximum 3-4 people from only 3<sup>rd</sup> and 4<sup>th</sup> year. Members should have good speaking skills and writing skills in English. They should be able to talk to people comfortably and provide them all the details required earliest possible. ALWAYS SEND ANY DOCUMENT IN PDF FORMAT SO THAT NO ONE CHANGES It would be helpful if you divide the tasks in 3 slots; 5 tasks in first 10 days of month; next 5 in next 10 days; remaining in other 10 days.

1. Promote Sankalp on fb- updates on account; share it in all the groups after few days regularly.
2. Send message to people on fb regarding donations, general talk- visit via groups. In groups, sort all the members by names, and then send message to about 50 people everyday.
3. Add friends on fb. Task is to reach maximum people. Ask teams like LDS, Ojass, CDS and others to share Sankalp on their page/group.
4. Message alumni on facebook or email to thank whenever they send donation. Then update sponsorship excel sheet. Write the name of alumni if new entry, else only update the amount donated in the respective month.
5. Analyze sponsorship excel sheet and see who we can approach from among existing members for funds.
6. Add all the new contacts to the mailing list.
7. Mail alumni about happenings at Sankalp, thank them for their kind support, and ask them for more donations.
8. Update finance report on facebook and send to alumni.
9. Mail sponsors the performance of kids, remind them to continue donation.
10. Update details of kids, alumni in records and on website.
11. Any other relevant updates on Sankalp website such as contact details, updating of names etc, addition of new children or sponsors.
12. Find new contacts, send them summary reports, academic report, and brochure. Ask existing donors if they know anyone who can contribute.
13. Collect list of email ID of passing-out batch from senior TAP. Send mail to them every two months to remind them about Sankalp.
14. Review status of funds in Sankalp, make an estimate of how long the funds are expected to last and ask finance team to collect funds accordingly.
15. Articles for print media, get it published.
16. Approach companies for funds. Make a short ppt regarding Sankalp which states current achievements, future plans, area of operation.