Exit Report - Template

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| Task/Role | Fundraising and Sponsorship Team |

Just leave a section blank if you don’t feel the question applies to your task.

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| Describe your role/task: To raise funds for the conference |

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| What did you wish you had known beforehand? | List important info or decisions you may have to know in order to complete your task/role. For example, you can’t start fundraising until you have a budget.  When to begin contacting sponsors. Many private companies decide which organizations to sponsor in October of the previous year (sometimes earlier). It would have been useful to know this info before we decided to contact people in January. |

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| Contacts | List the organization/companies/individuals you contacted to complete your task. Would you contact those individuals again? If not, why and do you have suggestions for may have been a better choice?  Groups who sponsored the conference:   * American Society of Naturalists (grant fund) * Esri Canada (private sponsorship) * Canadian Society of Zoologist – Zoological Education Trust * Dillon Consulting (private sponsorship) * Royal Ontario Museum (discounted vouchers) * Various internal UofT sponsors (EEB, FAS, UTGSU, Dean’s Initiative, EGSA)   We also contacted several private companies who said they would be interested in sponsoring next year’s conference, as long as they are contacted early enough (see above). These groups are:   * Cedarlane Labs * Canadian Botanical Association * Miltonyi Biotec * Canadian Society of Ecology and Evolution |

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| What worked? | List the things that made your task easier, or resulted in it being a success.  It helped to have a strong committee to divide the work load. Contacting sponsors is a big time commitment, so splitting the work between three people was a good way not to get overwhelmed. It also helped to have clear deadlines, and draft versions of the sponsorship request letters and grant applications in advance of contacting people. |

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| What didn’t work? | List the things that you would change or do differently to save yourself time/energy/$ if you had to do the task again.  Begin contacting people earlier than January. |

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| Give a general timeline to completing the task. | Give general dates for around when milestones on your task were completed. You can make suggestions about if you thought you did this too late/too early.  December 2015   * Draft sponsorship request letter * Figure out which groups to contact   January 2016 – April 2016   * Contact sponsors (start this sooner like in October) * Apply for grants (check grant deadlines early, if possible) * Figure out payment schedule * Draft thank you letters   May 2016 (after the conference)   * Send out thank you letters * Send in receipts for reimbursement (e.g.: with the ASN grant) |

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| Future Goals | If you could do this task over again, what do you think are reasonable goals that would be achievable?  We probably could have raised ~$1500 more dollars than we did, if we hadn’t missed some of the early grant deadlines (e.g.: CSEE grant deadline is in October). But otherwise, we are pleased with how the fundraising went (we raised $4500 total). |

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| Other comments | List any other useful information that the previous questions may not have answered. |