

Tips and Tricks for Youth in Philanthropy Site Visits

Site visit email template (in-person site visits)

Here's an example of an email to set up a site visit meeting (fill in your own information):

Dear Ms. Jones,

My name is **Mercy**, and I am a member of **Glenlawn Collegiate's** Youth in Philanthropy Committee. YiP is a project of The Winnipeg Foundation that is designed to introduce young people to philanthropy and local community development.

Our committee has the opportunity to allocate funds to local charities and we may recommend grants of up to \$2,500 to a single charity. After researching and reviewing many non-profit organizations, we are interested in meeting you and learning more about your organization and its services to determine if there is a good fit between your organization and our granting interests and requirements.

We hope to arrange this meeting for **February 3, 2023 at 12pm**, at your organization. We expect the meeting will take about an hour and there will be **four members** of our committee in attendance. During our site visit, we will ask you questions about your organization and the work that you do in the community. We also hope that you will be able to share any materials about your organization and give us a tour of the facility.

Please let me know if you are available on **February 3rd**, or if there is an alternate date that works better for you. We look forward to hearing back from you.

Best,

Mercy Oluwafemi

Glenlawn Collegiate Youth in Philanthropy Committee

Site visit email template (virtual site visits)

Here's an example of an email to set up a virtual site visit meeting (fill in your own information):

Dear Ms. Jones,

My name is **Mercy**, and I am a member of **Glenlawn Collegiate's** Youth in Philanthropy Committee. YiP is a project of The Winnipeg Foundation that is designed to introduce young people to philanthropy and local community development.

Our committee has the opportunity to allocate funds to local charities and we may recommend grants of up to \$2,500 to a single charity. After researching and reviewing many non-profit organizations, we are interested in meeting you and learning more about your organization and its services to determine if there is a good fit between your organization and our granting interests and requirements.

We hope to arrange this meeting for **February 3, 2023 at 12pm, via Zoom**. We expect the meeting will take about **30 minutes** and there will be **four members** of our committee on the call. During the call, we will ask you questions about your organization and the work that you do in the community. We also hope that you will be able to share any materials about your organization, including brochures, your annual report, or images of your facility.

Please let me know if you are available on **February 3rd**, or if there is an alternate date that works better for you. We look forward to hearing back from you.

Best,

Mercy Oluwafemi

Glenlawn Collegiate Youth in Philanthropy Committee

Site Visits Questions Template

Your questions should be based on your mission statement or Cause area and reflect the interests of your committee. Go into your site visit with a few questions to ask the organization.

Here's some examples:

1. Can you tell us a bit about what your organization do?
2. Can you share a bit about the staff and volunteer roles?
3. How did the pandemic impact your organization and what is different now?
4. What is your organization's greatest strength?
5. Can you describe a success story from your organization for us?
6. What's your organization's greatest need?
7. Has your organization received a grant from a Youth in Philanthropy committee in the past? If yes, what was it used for?
8. What other funding do you receive?
9. If you were to receive a grant of up to \$500/\$2,500, how could your organization use it best?
10. Is there anything else you want us to know? Do you have any questions for us?