



**INSTRUCTIONS:**

1. MAKE A COPY OF THIS DOCUMENT TO BE EDITABLE
2. Navigate to the corresponding email template for your needs (Below are links that will bring you to the email template)  
**REMEMBER:** Send follow up emails after 7 days of no response
  - a. [Sponsorship Request Email](#)
  - b. [Sponsorship Email Follow up #1](#)
  - c. [Sponsorship Email Follow up #2](#)
  - d. [Sponsorship Email Follow up #3](#)
  - e. [Responding to Sponsorship Rejection](#)
  - f. [Sponsoring Kiwanis Club Sponsorship Request Email](#)
  - g. [Thank You Email](#)
3. Fill in the blanks for the corresponding email template
4. Attach the [Sponsorship Prospectus](#) in your email **(IF SENDING SPONSORSHIP REQUEST EMAIL OR FOLLOW UP #1/2/3)**
5. Navigate to the bottom of the Main Sponsorship tab (**only for board members + access with Key Club email**)
  - a. Add corresponding information to the sponsorship list (your name/position/club/division, potential sponsor business/company/name/ email)

## Sponsorship Request Email:

|                |                                                                                                                                                                                                                                                                                  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To</b>      |  Person  Person  Person |
| <b>Cc</b>      | Lisa Watson Kent Screechfield Leah Vickery                                                                                                                                                                                                                                       |
| <b>Bcc</b>     |  Person                                                                                                                                                                                       |
| <b>Subject</b> | CNH Key Club District Convention Sponsorship Request                                                                                                                                                                                                                             |

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Dear [Recipient's Name],

## WELCOME TO CNH KEY CLUB

I hope this email finds you well. My name is [INSERT NAME], and I am a proud member of the [NAME OF YOUR SCHOOL] High School Key Club organization. I am emailing you today to explore the possibility of securing your valued sponsorship, and to introduce you to **Cal-Nev-Ha Key Club**.

CNH Key Club is a branch of **Key Club International**, provided for highschoolers, that is dedicated to leadership and service in the California, Nevada, and Hawaii region. Our members engage in a wide range of **community service projects, volunteer work, and leadership training conferences**. These experiences allow our committed members to make a positive impact on their communities, build lifelong friendships, and gain invaluable leadership experiences. Please, feel free to learn more about CNH Key Club at [cnhkeyclub.org](http://cnhkeyclub.org).

I am grateful for the opportunities Key Club has provided me.

[Insert your personal story here—whether it’s organizing a major service event,...]

The great ohana in Key Club allowed me to be a part of a safe and uplifting community. Furthermore, Key Club has taught me leadership skills and an appreciation of service I will carry throughout my life. I am eager for CNH Key Club to continue providing these enriching experiences to its members and our community.

## WE NEED YOU

One of our biggest events is our annual District Convention, taking place in Sacramento, California from April 10 - 12, 2026, **and we need YOUR help**.

DCON is a leadership convention where members from across our district gather to receive **leadership training, discover unique community service project ideas, hear inspiring lectures from keynote speakers**, and more.

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On behalf of CNH KEY CLUB, I am requesting your sponsorship. Your support will significantly contribute to fund **workshops, activities,** and **help create a memorable experience for all attendees!** Supporting our District Convention helps provide a platform for students to develop their leadership skills and engage in meaningful service.

Here is a link to our **Sponsorship Prospectus**, which outlines the various sponsorship tiers and what you can expect from us in return:

<https://bit.ly/SponsorProspectusCNHKC26>

Additionally, here is the link to our **Sponsorship Payment Form**:

<https://bit.ly/SponsorCNHKC25-26>.

Thank you for considering this request. If you have any questions or need further information, please feel free to contact our Sponsorship Chair, Leah Vickery, at [sponsorship.chair@cnhkeyclub](mailto:sponsorship.chair@cnhkeyclub) or (619)430-9317.

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INSERT SIGNATURE LINE

## Sponsorship Email Follow Up #1:

|                |                                                                                                                                                                                                                                                                                  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To</b>      |  Person  Person  Person |
| <b>Cc</b>      | Lisa Watson Kent Screechfield Leah Vickery                                                                                                                                                                                                                                       |
| <b>Bcc</b>     |  Person                                                                                                                                                                                       |
| <b>Subject</b> | Follow-up Request for Sponsorship for CNH Key Club                                                                                                                                                                                                                               |

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**Dear [Sponsor's Name],**

I hope this message finds you well. I wanted to follow up on the sponsorship request I sent you on [DATE OF PAST EMAIL](#) regarding Cal-Nev-Ha Key Club.

As a reminder, CNH Key Club is a branch of Key Club International dedicated to fostering leadership skills and promoting service in the California, Nevada, and Hawaii regions. Furthermore, CNH Key Club is hoping for your sponsorship to support our 2026 District Convention. An event where members of Key Club will explore the importance of serving their communities and celebrate the successes of the previous term. **We would be honored to have your support as a sponsor**, and you can find more information through our **Sponsorship Prospectus attached below!** Please, feel free to learn more about CNH Key Club at [cnhkeyclub.org](http://cnhkeyclub.org).

We would love to see your name/company logo or organization featured on our banner and in the program! Your sponsorship will help support **supplies, workshops, and meal costs**, enabling deserving members to attend DCON who might not otherwise have the means.

We understand that you may have other commitments and priorities, and we respect your decision if you are unable to support us at this time. I'd like to check back with you in a few weeks to give you an update of what Key Club has accomplished. If there are some budget considerations you might need some time to sift through, we invite you to join our mini sponsorship program with **three tiers: \$5, \$10, and \$15**, each of which includes a social media shoutout. **Any amount helps!**

Here is a link to our **Sponsorship Prospectus**, which outlines the various sponsorship tiers and what you can expect from us in return:  
<https://bit.ly/SponsorProspectusCNHKC26>

If you are willing to sponsor, please use the following link to access the **Sponsorship Payment Form**: <https://bit.ly/SponsorCNHKC25-26>.

For any questions or further information, please contact our Sponsorship Chair, Leah Vickery, at [sponsorship.chair@cnhkeyclub](mailto:sponsorship.chair@cnhkeyclub) or (619)430-9317.

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**Thank you for your consideration, and we hope to have the opportunity to work with you.**

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INSERT SIGNATURE LINE

## Sponsorship Email Follow Up #2:

|                |                                                                                                                                                                                                                                                                            |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To</b>      |  Person  Person  Person |
| <b>Cc</b>      | Lisa Watson Kent Screechfield Leah Vickery                                                                                                                                                                                                                                 |
| <b>Bcc</b>     |  Person                                                                                                                                                                                  |
| <b>Subject</b> | Follow-up Request for Sponsorship for CNH Key Club                                                                                                                                                                                                                         |

**Dear [Sponsor's Name],**

I hope this message finds you well. I wanted to follow up on the previous sponsorship follow up I sent you on DATE OF PAST EMAIL 2 regarding Cal-Nev-Ha Key Club.

CNH Key Club is hoping for your sponsorship to support District Convention 2026. **We would be honored to have your support as a sponsor**, and you can find more information through our **Sponsorship Prospectus attached:** <https://bit.ly/SponsorProspectusCNHKC26>

To learn more about CNH Key Club, you can visit our website: [cnhkeyclub.org](http://cnhkeyclub.org).

DCON is a leadership convention where members from across our region gather to receive **leadership training, discover unique community service project ideas, hear inspiring lectures from keynote speakers**, and more. We would

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love to see your name/company logo or organization featured on our banner, and in the program! Your sponsorship will help offset registration costs and additional costs of the event, enabling deserving members to attend DCON who might not otherwise have the means. Your sponsorship will positively impact our District Convention 2026 for our members and advisors.

Again, we understand that you may have other commitments and priorities, and we respect your decision if you are unable to support us at this time. I'd like to check back with you in a few weeks to give you an update of what Key Club have accomplished. If there are some budget considerations you might need some time to sift through, we invite you to join our mini sponsorship program with **three tiers: \$5, \$10, and \$15**, each of which includes a social media shoutout. **Any amount helps!** If you are willing to sponsor, please use the following link to access the payment form: <https://bit.ly/SponsorCNHKC25-26>.

For any questions or further information, please contact our Sponsorship Advisor, Leah Vickery, at [sponsorship.chair@cnhkeyclub](mailto:sponsorship.chair@cnhkeyclub) or (619)430-9317.

**Thank you for your consideration, and we hope to have the opportunity to work with you.**

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INSERT SIGNATURE LINE

## Sponsorship Email Follow Up #3:

|           |                                                                                                                                                                                                                                                                                  |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To</b> |  Person  Person  Person |
| <b>Cc</b> | Lisa Watson Kent Screechfield Leah Vickery                                                                                                                                                                                                                                       |

|                |                                                                                          |
|----------------|------------------------------------------------------------------------------------------|
| <b>Bcc</b>     |  Person |
| <b>Subject</b> | Follow-up Request for Sponsorship for CNH Key Club                                       |

**Dear [Sponsor's Name],**

I am writing this email in regards to our prior sponsorship requests. We understand that there are a number of circumstances that may have prevented you from responding or seeing our prior emails. Nonetheless, on behalf of CNH Key Club, I would like to extend a final request for your valued sponsorship.

As a service organization, CNH Key Club is committed to elevating levels of service and leadership in our members. Additionally, we are dedicated to the support of our two charities: **UNICEF**, a global organization providing children with access to education, healthcare, clean water, and emergency aid; and **Pediatric Trauma Program**, initiative focused on preventing and treating traumatic injuries in children through education and medical support.

Your sponsorship will support CNH District Convention 2026. This convention is a yearly event in which our members across our California-Nevada-Hawaii district gather for workshops on how to **improve their service for their communities** and **become better community leaders!** Sponsorship money goes a long way in making this event more cost-accessible, so we can **provide the opportunity to level up service and leadership for all of our members.**

Again, we understand that you may have other commitments and priorities, and we respect your decision if you are unable to support us at this time. I'd like to check back with you in a few weeks to give you an update of what Key Club has accomplished. If there are some budget considerations you might need some time to sift through, we invite you to join our mini sponsorship program with **three tiers: \$5, \$10, and \$15**, each of which includes a social media shoutout. **Any amount helps!** If you are willing to sponsor, please use the following link to access the payment form: <https://bit.ly/SponsorCNHKC25-26>.

For any questions or further information, please contact our Sponsorship Advisor, Leah Vickery, at [sponsorship.chair@cnhkeyclub](mailto:sponsorship.chair@cnhkeyclub) or (619)430-9317.

**Thank you for your consideration, and we hope to have the opportunity to work with you.**

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INSERT SIGNATURE LINE

## Responding to Sponsorship Declination

|                |                                                                                                                                                                                                                                                                                  |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To</b>      |  Person  Person  Person |
| <b>Cc</b>      | Lisa Watson Kent Screechfield Leah Vickery                                                                                                                                                                                                                                       |
| <b>Bcc</b>     |  Person                                                                                                                                                                                       |
| <b>Subject</b> | CNH Key Club District Convention Sponsorship Request                                                                                                                                                                                                                             |

**Dear [Sponsor's Name],**

On behalf of CNH Key Club, **thank you for considering our sponsorship request.** We understand and respect your decision not to sponsor us this year. **Sponsorship is both your choice and our privilege**, and we appreciate your time and consideration.

We would like to extend a final invitation to participate in our mini sponsorship program, which offers **three tiers at \$5, \$10, and \$15**. Each tier includes a

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social media shoutout! Regardless of the amount, **CNH Key Club would be honored to have your support.**

**Thank you again for your consideration. We hope you will keep us in mind for future opportunities and look forward to the possibility of working together.**

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INSERT SIGNATURE LINE

# Kiwanis Sponsorship Request Email:

|         |                                                                                      |
|---------|--------------------------------------------------------------------------------------|
| To      | <div><div>Person</div><div>Person</div><div>Person</div></div>                       |
| Cc      | <div><div>Lisa Watson</div><div>Kent Screechfield</div><div>Leah Vickery</div></div> |
| Bcc     | <div><div>Person</div></div>                                                         |
| Subject | CNH Key Club District Convention Sponsorship Request                                 |

**Dear [Sponsoring Kiwanian],**

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I hope this message finds you well. My name is **INSERT NAME**, and I am a proud member of **NAME OF YOUR SCHOOL** KIWAN'S. **I am reaching out to request your sponsorship for CNH Key Club.**

As our sponsoring Kiwanian, **your continuous support has been invaluable**, and we are deeply grateful. **I would like to share some of our recent activities and achievements.** Our club has dedicated **# OF CLUB SERVICE HOURS** service hours to our community and raised **# of FUNDS RAISED** for our charities this past term. [If applicable, mention an event where your club collaborated with the sponsoring Kiwanis club to highlight the strong connection.]

We understand that your Kiwanis club could be finalizing your budget for the next term, and on behalf of **NAME OF YOUR SCHOOL**, **I am hopeful that your club will consider including sponsorship for Key Club District Convention in your budget.** To sponsor CNH Key Club, please use the following link to our **Sponsorship Payment Form**: <https://bit.ly/SponsorCNHKC25-26>. Your sponsorship will be recognized at our annual district leadership training convention on April 10 - 12 2026, which will be held in Sacramento, California.

Here is a link to our **Sponsorship Prospectus**, which outlines the various sponsorship tiers and what you can expect from us in return:  
<https://bit.ly/SponsorProspectusCNHKC26>

Once again, we are grateful for your continued support and look forward to future collaborations.

Thank you for considering our request. If you have any questions or need further information, please feel free to contact our sponsorship advisor, Leah Vickery, at [sponsorship.chair@cnhkeyclub](mailto:sponsorship.chair@cnhkeyclub) or (619)430-9317.

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**INSERT SIGNATURE LINE**

# Thank You Email:

|                |                                                                                                                                                                                                                                                                            |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>To</b>      |  Person  Person  Person |
| <b>Cc</b>      | Lisa Watson Kent Screechfield Leah Vickery                                                                                                                                                                                                                                 |
| <b>Bcc</b>     |  Person                                                                                                                                                                                   |
| <b>Subject</b> | DCON Sponsorship   Thank You                                                                                                                                                                                                                                               |

**Dear [Sponsor's Name],**

## THANK YOU FOR YOUR SUPPORT!

On behalf of CNH Key Club, I would like to extend our greatest gratitude and appreciation for your sponsorship. Your support for our organization is what allows us to continue serving our community, provide leadership for our members, and foster a love of service for the people around us.

Furthermore, your sponsorship has gone a long way in enabling us to increase leadership opportunities for our members along with making 2026 DCON more accessible. **Your sponsorship will be recognized** at our annual district leadership training convention on April 10 - 12, 2026, which will be held in Sacramento, California.

Thank you once again for your sponsorship! Please reply to this email or feel free to contact our Sponsorship Chair, Leah Vickery, at (619)430-9317 if you haven't received a donation receipt or have any questions!

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INSERT SIGNATURE LINE

