**Contacting Businesses and Organizations**

To begin you must first **compile a list of names and contacts**of businesses and organizations in the community that may possibly have excess or discarded materials that can be used in an art classroom. Once you have a list and their contact information you will then compose a letter of intent. This letter can either be done via email or through the post office. But either way the letter must include the following:

1. **Introduction** stating who you are and what position you hold.
2. **Reason and intent** behind contacting business or organization.
3. **List of materials** wanted from businesses or organizations.
4. **Survey** surveying whether or not business or organization will donate and if so how much and how often.

Hello,

I am contacting you in search of excess or discarded materials.  I am currently a student at Bluffton University and am working on an honors project in the art education field.  My project is to create an art department that runs solely on recycled or discarded items.  Part of my project is to survey businesses and organizations to see what types of donations would be made to this theoretical art department.

You can help me out by filling out this survey: http://www.surveymonkey.com/[H:\Project\Sample of Survey.docx](file:///H:\Project\Sample%20of%20Survey.docx)s/NJQCCCF

Thank you,

Megan Moreo

These four components can be seen in the sample letter below:

When deciding who to contact about the materials think about the businesses and organizations in the area that produce a lot of waste or excess that could be used in the classroom. For example a newspaper business may have excess rolls of newsprint that could be used as drawing paper or laid down to cover the tables while painting. Even national corporations are owned by local people who are willing to give back to the community so do not hesitate to contact a business out of fear from thinking they are not listening.

Here is a sample list of businesses and organizations that could be potential contacts: 4-K Tire, Ace Hardware, Beer Barrel Pizza, Bluffton Hospital, Delphos Herald, Dollar General, Eagle Print, Family Dollar, Fat Jack’s Pizza, Findlay Courier, Happy Dayz, Home Depot, Lima Memorial, Lima News, Lima St. Rita’s Hospital, Lowes, Luke’s Bar and Grill, Meijer, Menards, Rite Aid, The Anderson’s, Toledo Molding and Die, Van Wert County Solid Waste Management District, Vanamatics Company, Walmart.