

# E3 Volleyball

## 2025-2026 Season

### Athlete Sponsorship Outreach Instructions

This instruction sheet explains how athletes should use the official E3VB Sponsorship Letter to ask local businesses for help covering club fees.

Please read and follow all steps carefully. This outreach must be done professionally and respectfully, as you are representing yourself and E3VB in the community.

#### For questions, contact:

 [infoE3VB@gmail.com](mailto:infoE3VB@gmail.com)

How to use your sponsorship letter to get help paying for your club volleyball season

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### Step 1: Print and Prepare Your Materials

Before visiting any businesses, make sure you have:

- Printed copies of your sponsorship letter (with your name signed at the bottom)
  - A sponsorship form (if included)
  - A folder or clipboard to hold your papers
  - A pen
  - Dress neatly (wear E3VB gear or a clean shirt)
  - Bring a positive, respectful attitude
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### Step 2: Make a List of Local Businesses to Visit

Start by writing down a list of local businesses near your home, gym, or school. These can include:

- Restaurants
- Small shops or boutiques
- Local banks or credit unions
- Family-owned businesses
- Your parents' workplace

- Barbershops, salons, or auto repair shops

Look for businesses that know you, know your family, or support youth sports in the community.

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### **Step 3: Walk In and Introduce Yourself**

When you go into a business:

1. Walk confidently to the front desk or counter.
2. Politely say something like:  
"Hi, my name is [Your Name] and I play for E3VB – the number one boys volleyball club in New Mexico. I'm raising money to help pay for travel to national tournaments. May I leave a letter for the manager or owner?"
3. Hand them the letter with a smile.
4. Always thank them for their time, even if they say no.

**Tip:** If the owner isn't there, ask when they might be available or leave the letter with someone who will pass it along.

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### **Step 4: Keep Track of Where You Go**

Make a simple list of:

- The businesses you visited
- The name of the person you spoke with
- Whether they seemed interested
- If you need to follow up

This will help you stay organized and avoid visiting the same place twice.

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### **Step 5: Follow Up if You Don't Hear Back**

If a business hasn't responded after a week or two, it's okay to follow up politely. You can walk in again or call and say:

"Hi, I dropped off a sponsorship letter last week. I just wanted to check in and see if you had a chance to look at it. I'd be happy to answer any questions."

Always be polite and thank them whether they say yes or no.

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## **Step 6: Say Thank You**

If a business agrees to sponsor you:

- Thank them in person or with a handwritten thank-you note.
  - Let your coach or E3VB staff know.
  - Make sure to follow through on any promised recognition (such as a social media thank-you or listing on a team banner).
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## **Important Reminders**

- Be respectful, confident, and polite.
- You are representing yourself, your team, and your club.
- Not everyone will say yes – and that's okay.
- Every business you talk to is a chance to grow your communication skills and make connections.