



P.O. Box 531203
Los Angeles, CA

lebanese collegiate network
.ORG

LEBANESE COLLEGIATE NETWORK

University Lebanese Club Manual

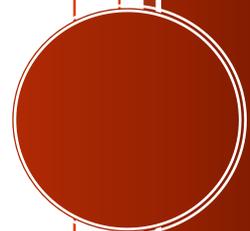


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Chapter 1: Welcome to the LCN

Welcome

The Lebanese Collegiate Network is an official 501(c) (3) U.S. non-profit organization – a non-political and non-religious aiming to connect and develop Lebanese collegiate clubs, students and alumni within the United States.

As a board, we have a vested interest in cultivating, creating, and conserving University Lebanese Clubs, as well as supporting, connecting, and developing students and alumni associated with these clubs.

At one point or another, we were all students just like you – wondering how to connect with fellow Lebanese students, how to become leaders, how to navigate campus policy, and how to create or effectively run a student organization.

With all of our vested experience and passion, the LCN has dedicated years to serving and helping develop every University Lebanese Club (ULC) across the country that has come our way.

Whether you are a new or returning member of a ULC, a new or returning Board member, or an individual looking to start a ULC, this manual is for you!

Look inside to find tips, facts, and resources from the LCN.

Welcome to the family!

With Love,

Tina Aoun

Vice President of Membership

Contact Sheet of Board

We're Here For You!

To better serve all of our members and ULCs, the LCN has not only a national Board, but also, Regional Boards. Get to know each member of the Boards and know that we are all here to serve and support you! Email us, call us, text us, Facebook message us – we love to talk about everything!

LCN EXECUTIVE BOARD

PRESIDENT Akram Aboukahlil <i>aaboukhalil@mylcn.org</i>	SECRETARY Jennifer BouLahoud <i>jboulahoud@mylcn.org</i>	TREASURER Albert Fattal <i>afattal@mylcn.org</i>
VICE PRESIDENT OF EVENTS Rachelle Mehdi <i>rmehdi@mylcn.org</i>	VICE PRESIDENT OF MEMBERSHIP Tina Aoun <i>taoun@mylcn.org</i>	VICE PRESIDENT OF PUBLIC RELATIONS Layla Sareini <i>lsareini@mylcn.org</i>

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SECRETARY Rhonda El-Hachache <i>relhachache@mylcn.org</i>	EXECUTIVE DIRECTOR Sevag Sislian <i>ssislian@mylcn.org</i>	

LCN CENTRAL BOARD

PRESIDENT Jehan Jawad <i>jjawad@mylcn.org</i>	VICE PRESIDENT Michael Shiha <i>mshiha@mylcn.org</i>	TREASURER Manal Saad <i>msaad@mylcn.org</i>
SECRETARY Wiam Yehya <i>wyehya@mylcn.org</i>	EXECUTIVE DIRECTOR Maurice Farah <i>mfarah@mylcn.org</i>	

LCN EAST BOARD

PRESIDENT

Riad Hamadeh
rhamadeh@mylcn.org

VICE PRESIDENT

Hana Murr
hmurr@mylcn.org

TREASURER

Mher Panossian
mpanossian@mylcn.org

SECRETARY

Nour Ghaddar
nghaddar@mylcn.org

EXECUTIVE DIRECTOR

Joe Sadek
jsadek@mylcn.org

FAQ About LCN

You Have Questions? We Have Answers!

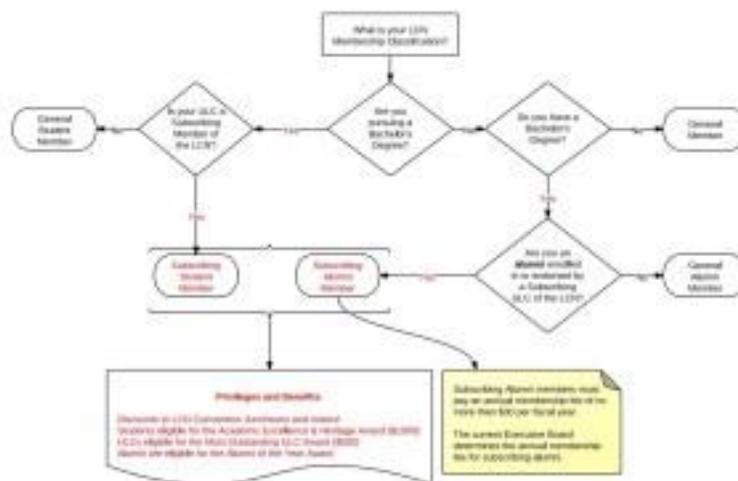
What does LCN refer to?

LCN refers to the Lebanese Collegiate Network.

What does ULC refer to?

ULC refers to University Lebanese Club. This title is given to any Lebanese student-led organization. It is a phrase that represents a student led Lebanese organization on any campus. Different ULCs have unique names, which can vary from one campus to the other

How do I become a member?



Click image to expand flow chart

Per Article III in the LCN Bylaws, there are five member classifications: Subscribing Student, Subscribing Alumni, General Student, General Alumni and General members.

Subscribing members are students or alumni recognized by a University Lebanese Club that has paid club dues to the LCN. Annual ULC dues for this year are \$30. All members accept and abide by the LCN Constitution and Bylaws. Prices increases towards the end of the first semester.

To find out if you or your ULC is a subscribing member, please contact the LCN Vice President of Membership or any LCN Board Officer.

Is membership free?

Student Members and General Members are free. Subscribing members must have their University Lebanese Club pay a fee. The benefits of being a subscribing member include discounts to LCN events as well as eligibility to apply for scholarships. [Click here](#) to get your ULC to subscribe.

Who is eligible to join?

Membership is open to all university students and alumni that agree to abide by the LCN Constitution and Bylaws.

How do I contribute to the growth of LCN?

You can be an active member of any LCN Committee or a part of either the Western, Central, or Eastern Regional Division Boards. Note that you need to contact the officer of that committee to receive all the necessary information. New committees can be formed with the approval of the LCN Board of Directors. For more details on various responsibilities, please refer to the Article III of the LCN Bylaws.

How do I make my club part of the LCN membership?

You simply need to ask the President of your club to contact the Vice President of Membership or any active LCN Board of Directors. The officer will work with your ULC to secure membership. When your ULC becomes an LCN member, the students and alumni associated with that ULC automatically qualify for the privileges of subscribing members. Please refer to Article I of the LCN Bylaws for more information.

What does LCN do for me?

As a subscribing member to the Lebanese Collegiate Network, you will have access to other University Lebanese Clubs nationwide. Privileges include qualifying for the LCN Student Exchange Program, the LCN Academic Excellence & Heritage Award, and the LCN Best ULC Award. Further incentives include discounted prices for convention tickets, hotel rates and voting rights during elections and amendments per LCN Constitution and Bylaws.

LCN RESOURCES

Every year, we work endlessly to create more opportunities for professional and academic development, as well as networking opportunities for our members. Through unique scholarships, we're even able to help some members in monetary form. As the LCN grows and develops, so do our resources. Check out what is available to you in this list below. Have a question about anything below? Feel free to send us an email or check out more detailed information on our website!

1. Advising and support
2. Awards and Scholarships
3. ULC Funding
4. Leadership building
5. Networking
6. Finding Jobs
7. Annual Professional Convention
8. Discounts on Technology Software
9. Access to LCN Programs (GoToMeeting)
10. Workshops and Seminars on professional development

Chapter 2: Starting a ULC

How to Start a ULC at Your University

The Lebanese Collegiate Network (LCN) Executive Board's main purpose is to serve the needs of students and alumni from all University Lebanese Clubs (ULCs) nationwide. We aim to provide quality programming that encourages academic and professional growth in the Lebanese collegiate community.

Please know that the LCN is here to help you achieve your goal every step of the way.

Since each university has a different policy to officially recognize a club, we strongly recommend that you visit the Office of Student Life (or a similar department) on your campus to collect the proper paperwork. For most cases, you need to have a minimum of four people involved: a faculty (or administrative) advisor, a president, a secretary, and a treasurer. Remember universities don't allow discrimination, so all students have the potential to be officers regardless of their ethnicity or nationality.

The following are the 7 basic steps to starting a ULC:

1. Collect the proper paperwork from your Office of Student Affairs (or equivalent). Understand the requirements and talk with a counselor.
2. Confirm with the counselor if a Lebanese club may already exist on campus. If no ULC exists, proceed below.
3. Find a faculty member (or administrator) that you could see as your club's advisor (check specific requirements with the office of student affairs or equivalent office).
4. Recruit at least three officers to be a President, Treasurer and Secretary. Other common officer positions include Vice President, Events Chair, Membership Chair, and Public Relations. Don't worry if you don't fill up all these positions the first year, but it is a good incentive for new people to become involved.
5. Draft a Constitution and/or Bylaws. This step may be required by your university anyways. It is not as difficult as you may think. Universities often have standard language that they would like you to include and you may add to that language. Furthermore, the LCN is ready to provide you with copies of typical ULC Bylaws.

6. Finalize the application process with your counselor and become an official club on your campus!
7. Fill out the LCN application at: <http://mylcn.org/membership.php> to become a subscribing LCN member!

Remember, if you have any trouble getting started, or need help along the way, contact Vice President of Membership, Tina Aoun at taoun@mylcn.org

Constitution and Bylaws

Constitutions and Bylaws may sound intimidating, and you may have never written documents like these before, but fear not, we have available templates for you. Each template can be adjusted and modified to fit your ULC.

Simply contact Tina Aoun at taoun@mylcn.org and request a sample template to get started, or visit our website and download a copy to get started!

DEFINITION:

QUORUM: The minimum number of members that must be present in order to vote and make decisions for the group. Note that the purpose of quorum is to ensure that enough members are present and expressing their opinions for the decisions made to be considered valid and meaningful to the organization.

EXAMPLE: If there are 100 members in a group, and quorum is defined by that group as 50% + 1 (half of the membership plus one more member), then 51 of those 100 members must be present in order for a vote to even be taken. If that quorum is met, then a vote can be taken. The percentage for a vote to pass can vary—for example, a group might define a passing vote as 2/3. That means, of the 51 members present, 34 out of the 51 must vote in favor.

TIPS:

- Elections must be open and fair. All members must be eligible for nomination and all members must be eligible to vote. All members' votes must have the same value.

- You must state a Quorum for all elections, meetings, and voting on amendments. Be very clear how many members must be present in order for a vote to occur. 50% +1 is a good rule to follow.
- Do not give all the power to the certain/all officers. Remember that decisions must include the input of the members.
- Advisors are not always required. That being said, having a section for advisors (Article VIII) is a good way to leave the door open to having an advisor in the future without having to amend the constitution later to add a section on advisors. Advisors can be usually be faculty, staff, or a very involved community member.

Chapter 3:

Sustaining a ULC

How to Sustain Your ULC

Tips from Louis Harfouche, California State Polytechnic University, Pomona

ULC Meetings

1. Don't have a class meeting every week. Instead have a meeting on a bi-weekly system. This keeps it more interesting and people don't get tired of hearing similar things.
2. Always provide free food at your meetings! Think of it as incentive.
Pizzas are only \$5
 - a. Your meeting shouldn't last more than one hour
 - b. If your school provides university hour make your meeting during that time.
 - i. If not make it at a time where all your board can meet.
(Chances are if 5-8 are free so are most people)
3. This may seem like a given, but reserve a room ahead of time for the entire quarter during which you will hold your meeting. Make sure it has a projector.
 - a. Make sure to have things to talk about in your meetings.
 - i. For example: scholarships applications, events being held by your campus, guest speakers, conventions, etc.
 - b. If you discuss everything on your agenda play a small game to get to know everyone.
 - i. Do something like "heads up" the app, or a small ice breaker

ULC Socials

1. On the week that you don't meet you should have a social.
 - a. Socials should be as entertaining as possible.
 - a. The first few socials should be as open as possible. Avoid using a small apartment.
 - i. Try a park BBQ day
2. For your first actual event, make sure to pay for everything for your members
 - a. Future events make sure they are inexpensive.

- i. Examples can include bowling, hiking, or an arcade.
 - ii. The goal is to get the members to interact
 - b. Make sure whatever you do is within the area of your school
- 3. Have one huge event per quarter/semester.
 - a. This can include a mountain trip, road trip, or a convention in a different state.

Recruitment

1. If you have the money, it is recommended to put flyers around campus.
 - a. Make sure to get approval by your school first.
2. **Tabling.** Most schools have a certain schedule for example. Most classes meet Monday, Wednesday, Friday or Tuesday, Thursday. In this case you want to table both Monday and Tuesday to capture both kinds of crowd.
 - a. Table for a few hours and rotate members to manage the table according to availability
 - b. Supplies include:
 - i. A table, chairs, flags, iPad (to get emails) and a small treat if you'd like
 - c. Recruit during the same week of your meeting that way you will see new and potential members sooner
 - a. Prepare a speech that all your Board members knows.
 - i. Example:

“Hi, we are LSA. We are a non-religious non-political organization so we are mostly social and professional org. We are a club that helps people meet others around campus. Most of our members are of Middle Eastern culture. Our meetings are on (blank) at (blank) they aren't mandatory or anything. If you're always busy during this time we have a social the following week of our meeting. They are usually Saturday or Friday and we meet during different times so that if you work or got other commitments you can make it to at least one event. So if you would like to know more here is the iPad please leave us your email. “

Social Media

1. Have an email address for your club.
 - a. Don't send out more than 2 emails a week.
 - b. Send alerts and reminders for event
2. Facebook private group.

- a. Have it available for people to find but they have to request to join.
 - i. This helps avoid spam ads
3. Be active on social media and be consistent!
 - a. Share pictures of food, members, events, awards, and exciting things that your club and members are doing.

Membership Strengthening

Tips from Mireille Nasr, University of California, Santa Barbara

Often times, the most difficult part of strengthening a Lebanese Club is keeping members active. In order to create strong bonds between Lebanese Club members, first something has to be done to break the ice. The first few meetings can be uneasy for individuals who are new and feel like they are entering an already well-established group. At the UCSB Lebanese Club, we started each meeting with an icebreaker, especially when we wanted to get to know new members. The purpose of these little questions is to learn each other's names and interests, but also to get conversation flowing.

Always start by getting to know everyone's names and a little bit about them. In a university setting, the student's major or year in school is a natural follow-up.

Here are some fun questions that we used at the UCSB LSC:

- What is the most odd/ interesting thing you carry with you at all times?
- Things Lebanese parents/people say
- Favorite/ least favorite Lebanese food
- Things people say to Arabs
- One place you wish you could travel
- Misconceptions about Lebanon
- Favorite holiday
- Strangest thing that has ever happened to you

Allow students to add input to each other's responses ("your parents do that too?!") but always remember to be considerate of the next person waiting to speak.

Avoid talking about religion and politics. Most clubs are founded on the basis of them being non-religious and non-political, so if the conversation begins to lean that way, try to change the subject.

The UCSB LSC also created a WhatsApp group for its members. We found that this was a creative way to get everyone to feel like they are part of something. Members are immediately added if they are interested. The creation of the WhatsApp group allowed members to easily invite everyone to events, support each other through finals, and keep each other updated on other happenings in the community. Creating tight personal relationships gave members an additional reason to come to meetings on weeknights.

Once the ice has been broken and people have gotten comfortable, it is important to keep members interested in attending meetings and events. It goes without saying that in order to do this you must, obviously, continue to hold regular meetings and events. Always make sure that members feel like their opinions and ideas matter. Take suggestions at every meeting and work the members' ideas into the agenda (within reason, of course). It is important to ensure that each member is given the opportunity to be involved and have their ideas heard.

Host events that people are excited about! Much of UCLA's LSC's success comes not only from the close bonds of the members, but also from the excitement they have towards their next event. The UCLA Culture Show, Byblos Bash, Churro Fundraiser, and Fusion Fest always draw a large crowd and keep the club itself working towards a common goal that they are all working towards as a team

Chapter 4: Events

Event Organizing

Tips from Christine Sahyouni, University of California, Santa Barbara

Brainstorming Ideas

Look at events other ULCs have hosted and what made them successful. This can help you decide if you want to do a future collaboration with them or even create a similar event at your own university.

Host a board meeting at the beginning of the year specifically to outline a rough timeline of events and brainstorming possible ideas. Present these ideas to the club members during a meeting to make sure that this an event that is engaging for members and the community to be involved in.

During a weekly meeting, ask for your ULC member's input about what they expect from the club and what type of events they would like to see hosted.

Setting a Timeline

Once the event functions have been decided, use the academic calendar to help space out the events reasonably avoiding weeks that are heavy with exams like finals or midterms.

Set some possible dates that would be compatible and take into account any holidays or other ULC events in the area.

Research and Funding

Research the expectations of the event. Funding can come from multiple sources, private or through the university. Internal or external club members can be charged for events or use dues to cover the cost. Make sure to ask other clubs at your university how they fund their events through various departments. The surrounding community may also be able to donate materials or co-sponsor events.

For food fundraisers, take into account how much profit the club would be able to make from a fundraiser after purchasing supplies. Think about what

locations off campus can host a fundraiser and how much of the profit the club would receive.

For on campus events, make sure that all permits and rooms have been reserved and the event follows campus regulations.

For off campus events, research the best possible location for the event taking into account proximity and the venue's date availability. If it is far from campus, consider how the club would be able to provide transportation and how much drivers would be reimbursed for gas. Take into account if overnight accommodations need to be made.

Delegating Tasks

Communicating with board members and splitting up the tasks is crucial to ensure that the event goes smoothly.

Make sure that the event is well advertised through social media, passing out flyers, or even making class announcements if applicable.

The day of the event, create a group chat to make sure that the details are taken care of and the board is working together as a team. Unexpected problems may arise so teamwork is needed to overcome them.

Reimbursements

Keep all the receipts from the supplies purchased, and keep track of all transactions like which club members have paid. After the event, it will be easier to reimburse individuals when it is organized.

If the school has given you funding, make sure the treasurer fills out all paperwork and has ability to access the account to get reimbursed.

Feedback

After the event, recap at the weekly meeting with club members or with board to see what people enjoyed about the event and how it can be improved in the future.

ULC Retreat Weekend

**Tips from Elias Semaan, Karim Ibrahim, Christine Sahyouni, and Amani Alameddin,
University of California, Santa Barbara**

Date

Ensure other ULC clubs are going on same weekend, (MLK weekend is popular)

Renting a cabin

Considered option of sharing our cabin with another school if not enough people

Vrbo.com is a favorite due to the fact that they let you rent a cabin for only 2-3 days unlike many other outlets

UCSB ULC looked for something close to Big Bear slopes/lake. Within a 10 minute drive to the mountain in case the group wanted to snowboard, ski, or sled

Ensure there would be enough parking for 4-5 cars

Ensure there would be enough beds/couches (this was a big factor considering price)

It's okay if the capacity shows 12-15 (for example), because after including beds/couches/bringing air mattresses, we were able to fit 22 people

Activities

Working with the other schools is really fun so that you can host/have people over

Sledding, Skiing and Snowboarding

Walk around downtown Big Bear and go on a night hike

Within the cabin, we try to look for amenities such as jacuzzi, pool table, or karaoke

Card games

Derbeke/Music/Speakers

Rides

Some people left at different times so we organized drivers with their passengers according to departure time

We compensated for gas for the drivers (as well as guarantee a bed for them)

Forms

We included a liability form that everyone had to sign before we left our school

Tickets

After picking the maximum amount of people we would feel comfortable in the cabin, we gave our club members priority registration for the first 72 hours to pay for their ticket before we opened it to alumni, friends, and family.

Tickets included: transportation, renting the cabin, and food.

Food

We purchased majority of our food from Costco. We would purchase xxx (you can always buy more things when you're there.) Think about Breakfast, Lunch, Dinner, and clean-up supplies.

Financials

Before renting the cabin and after opening the tickets, people were required to pay a nonrefundable deposit which was required to reserve your spot and sign a liability form

The deposit would ensure an approximate amount of people wanting to go to Big Bear which helped us narrow down the size and cost of the cabin.

Ticket prices were paid by the individuals themselves, but part of the tickets prices for CLUB MEMBERS ONLY were subsidized by fundraisers or club fees throughout the year.

Organizing a Professional Panel

The LCN focuses heavily of professional and academic development. Although socials and cultural events are exciting, it's incredibly important to host events that will benefit students beyond graduation.

A professional panel is simply an evening or afternoon with a panel of Lebanese professionals in specific fields.

Let's get started.

1. Reserve a room at your university at least one month in advance of your event

2. Decide with your board and members on the type of profession you want to tap into for the panel
 - a. Some possibilities include: Engineering, Business, Medicine, Humanities, Art, Law, etc.
3. Create an organizing committee to select 5 possible professionals that may be interested in volunteering their time to the event
 - a. Utilize professors, uncles, aunts, parents, community members, the LCN network, and alumni
4. Make a flyer with the date, time, and place of the event.
 - a. Aim to provide light snacks and include this on the flyer
5. Once the panelists have confirmed their availability and commitment, ask them for a short bio so you can introduce them professionally at the event
6. Elect a facilitator to ask the panelist at least 8 questions, then open up the floor to a Q&A session for the audience to ask their own personal questions
7. Buy gifts for each panelist (a University shirt or mug is always nice) and be sure to write a personal thank you card for each panelist
8. Allow time for mixing and mingling – usually an event like this will last 2 hours

Example Email – Inviting a Panelist to Your Event:

Dear Dr. Imad,

I hope all is well! My name is Tina Aoun and I am the President of the Lebanese Social Club at UC Riverside. We are committed to serving our Lebanese students academically, socially, culturally, and professionally.

We are organizing a Professional Panel based around Careers in Medicine on November 22nd from 7-9 pm. I would love to invite you to be a part of our panel! We are looking for volunteers to speak to students and answer a few questions to better guide our future graduates with advice for life after college. You are such an incredibly accomplished individual, and we would be truly honored to hear your words of advice.

I truly hope you can be a part of this event with us. I look forward to hearing from you!

All the best,

Tina Aoun

Potential Events for Your ULC

There is so much more to be done than hummus fundraisers, hookah socials, and parties.

These are all fun things that truly do unite your ULC, however, consider the following events to take your ULC to the next level.

- Food and cooking demonstrations
- Lebanese Independence Day Celebration
- Screening of Lebanese films
- Dabke or Tabla class
- Workshops
- Dabke Flashmob
- Cultural show and festival
- Calligraphy workshop
- Open mic night
- Professional Building & Networking Series

Chapter 5: Donations/Fundraising

Fundraising Ideas

Tips from Louis Harfouche, California State Polytechnic University, Pomona

Competition between Clubs:

We charge ULC's or teams of people (\$50) to participate in a cook off or Olympics games and whatever clubs win gets a certain percentage (25%). This can really work if we do it by people and not schools. So for example if we do a cook off, each team consist of 2 people we charge \$20 per team and we get 50 people to participate and we make \$500 the winners gets \$125 and we pocket the rest.

Pros:

Easily marketed (we tell people the more they get people to participate the higher the reward is), everyone loves competitions, it's win-win and it's social.

Cons:

We have to provide the competition, materials, and find a location

Club Raffle Tickets Sales:

Simple enough to do, whichever club sells the most gets \$150 gift card for shirts. Raffle prize can be six flags tickets, Disney tickets, movie tickets, etc.

Pros:

We don't have to do anything besides purchasing stuff.

Cons:

This is incredibly difficult to do because you need people willing to participate. Most clubs will probably not feel motivated enough for this. Lacks socialization. I don't see us making that much of a profit.

TV Show Tapings:

TV Shows pay people to attend and watch live tapings. If we make it a club thing like whoever gets the most people gets a gift card or if we can pull enough people to attend it might work.

Pros:

Easy to assemble, not a lot of work.

Cons:

We would need people to actually commit to attending. Each taping is like 5 hour.

Lebanese Parties:

This probably doesn't need a lot of explanation been done a million times. Entry fee necessary.

Pros:

Fun social event which will easily get people.

Cons:

It's not cost effective (DJ and location). ULCs always have these so we have to pick a time that no parties are happening.

Restaurant Fundraisers

Restaurants give a certain amount of funding for people that bring in a flyer.

Pros:

Easily organized and cost isn't very high.

Cons:

It's difficult to get people to attend due to random location of restaurant.

Poker night:

This event could make a lot of money if planned correctly. We would need to hire a poker dealer and find a location. We would also need to charge individual an entry fee (\$40).

Pros:

It's probably easily organized with low expenses, a few people will get large funding.

Cons:

This event is an alumni event in my opinion... Or those who can afford to pay and are old enough to participate. I'm not sure where this can be hosted.

Cultural Night:

This takes a lot of planning, but can generate a lot of funding.

There's two ways to do this: put on a cultural show and charge for attendance (which I believe to be difficult and time consuming) or all day park event charge for supplies (Bouncy house, food, music, and hookah). This can also be seen as a family friendly event.

Pros:

Profitable.

Cons:

Requires a lot of preparation, marketing, planning and implementation.

How to Ask for Money from Supermarkets

Tips from Liliana Karadovukian, University of California, Santa Barbara

Step-By-Step Process

1. Find out who's in charge of your local supermarket in terms of food donations
2. Find out your specific Tax ID of your club. At the University of California - Los Angeles, they get receive their Tax-ID code from the Office of Student Life or you can contact your specific club advisor to help you receive your details
3. Try and submit your request at the beginning of the month since most stores will budget donations at the start of every month.
4. Request your donations at least 3-4 weeks in advance!

Here is a sample e-mail

Hello John,

My name is Lilliana, and I am a member of a student organization at UCSB called the Lebanese Social Club. We provide aid to remote villages in Armenia and Lebanon. This quarter, our goal is to raise money to buy and install heaters for six villages in Armenia. We also are planning a medical research mission to Armenia, where UCSB students will not only visit schools from which we provide aid to, but would have hands on experience in chiropractic research with an on sight doctor. We are planning on having a presentation at UCSB, to inform the community of our projects. However, we wish to gain some assistance in for this event. I understand that you are in charge of food donations at the Trader Joe's of Goleta, and we are hoping that we could get some food donated for our event on Friday, April 19, 2013. If you could help us in any way that would be greatly appreciated. Feel free to contact me at your earliest convenience.

Lilliana Karadavoukian,

Phone number: (323) 828- 9195

Tax ID: 95-6006145