

# FEES

## What does it cost?

The fee to attend Forum 2019 is \$995. The fee covers tuition, room (for 1-3 participants), meals and transportation costs within Ottawa. Exchanges Canada, a youth exchanges program of the Department of Canadian Heritage, covers transportation costs.

## Registration

Forum for Young Canadians is a private, non-profit, tax exempt, educational organization. The fees include:

- Travel (Train trip or flight);
- Transportation within Ottawa;
- Hotel accommodation (quadruple occupancy);
- All meals during the program, beginning with lunch on day 1;
- Educational materials;
- Volunteers and support staff;
- Parliamentarians' Reception;

For help in finding the necessary funds to cover the fees for the program, please read the section below.

## HOW TO PAY

Forum accepts three methods of payment for student fees:

### By Credit Card

Go to your Student Portal ([www.forum.ca/portal/?lang=en](http://www.forum.ca/portal/?lang=en)) and fill out the "Pay Now" form. Or call Alexis Ferreira at 613-233-4086 ext. 104 to make the payment over the phone. Please note that there is a 4% surcharge for every credit card payment made to Forum

### By Interac eTransfer

Please send eTransfer to Alexis Ferreira at [afferreira@forum.ca](mailto:afferreira@forum.ca) using the password **Forum20**. Please include the participant's name in the notes section.



### **By Cheque**

Make out the cheque to "Forum for Young Canadians" and send to:

800-81 Metcalfe St.

Ottawa, ON

K1P 6K7

## **FUNDRAISING**

We encourage you to actively look for sponsors in your community to assist you with

Forum fees. We have included suggestions for raising funds and a list of civic and community organizations that you may wish to approach. In the past, many school boards and schools have provided sponsorship. Consult your school authorities (principal, teachers, etc.) for help in this venture.

# MAKING A PRESENTATION TO AN ORGANIZATION

1. Research about the organizations and/or businesses in your community. What are their goals and purposes? Is your family doing businesses with them?
2. Contact the organizations' presidents or youth program chairpersons. Do you have friends who know these people and could introduce you? Often, a letter outlining what you would like to discuss, followed by a telephone call, is an effective way to contact an organization's leader.
3. Once you have been invited to speak, create your appeal to the organization, keeping in mind the group's objectives. Your goal will be to persuade the group of the merit of sending you to Forum for Young Canadians. You want to make a good impression. Be yourself and be knowledgeable about your subject. Be prepared to answer any questions.
4. Read the information about Forum ahead of time and prepare an outline of your remarks. If you have questions or need help, please feel free to contact the Forum office.
5. Refer your audience to the Forum website at [www.forum.ca](http://www.forum.ca) and our social media platforms.
6. Practice your presentation. Have a friend listen to you and ask you questions.
7. Remember Forum's dress code: jacket or blazer, shirt and tie, dress pants and comfortable dress shoes for men; jacket or blazer, blouse, skirt (no short miniskirts) dress pants, and comfortable dress shoes for women. You will be appropriately dressed for the meeting if you follow this guide.
8. When you are introduced to people at the meeting, try to remember their names and give a firm handshake. It will help you to develop rapport with the members right away.
9. Be prepared to give the representative of the organization some background about yourself. You might type a brief biography of yourself to give to the club member who will introduce you.
10. When you give your presentation, be confident and genuine. Stand up straight, use effective hand gestures and look at the audience. Speak clearly so that everyone can hear you.
11. In making your presentation:
  - Explain the purpose and history of Forum for Young Canadians.
  - Tell why you want to attend Forum for Young Canadians.

- Explain the effect that your participation in Forum will have on you, the school, and the community; offer to make a follow-up presentation after you return, to brief the members on what you learned in Ottawa.
- Itemize how much it will cost you to attend the program; keep in mind the total cost of tuition and travel.
- If you are unable to answer some questions, do not hesitate to encourage them to directly contact the Forum office.
- Make your closing upbeat, positive and inspirational. Your final impression should be long-lasting.

*Please note:* Forum has a power point explaining the program. You can get it and use it for your presentations. Please contact the Forum office ([forum@forum.ca](mailto:forum@forum.ca)) to acquire the document.

12. When you receive the funding, be sure to write thank you notes to the organizations and others who have helped you. Please fill in the names and complete addresses of all your sponsors as well as the amount of their donation on the Pledge Form and return to the Forum office. The cheques from your sponsors should be made out to Forum for Young Canadians; the sponsors can also donate online on the website of CanadaHelps.org (by looking at Foundation for the Study of the Processes of Government in Canada), make sure they write your name in the comments section of the page. The sponsors can also call at the Forum office (613-233-4086) to give a credit card number.
13. We ask you to give a presentation to your school and to your sponsors when you return. Remember that the total impression you create will pave the way for future students from your community who might also want to attend Forum for Young Canadians.

## **CIVIC AND OTHER COMMUNITY GROUPS YOU MAY WISH TO APPROACH FOR FUNDS**

Canadian Club  
Canadian Order of Foresters  
Chamber of Commerce  
Church or Parish Organizations  
Civitan International  
Elks Club  
Federation of Teachers  
Friendship Club  
4-H Club  
I.O.D.E.  
Jaycees Club  
Kinsmen/Kinettes Club  
Kiwanis International  
Knights of Columbus

Lions/Lioness Club  
Local Association of the  
Federal Political Parties  
Independent Order of Oddfellows  
Optimist Club  
Parent-Teacher Associations  
Richelieu Club  
Rotary International  
Royal Canadian Legion  
School Board  
Shriners of North America  
Students' Councils  
University Women's Club

### **BUSINESSES**

Banks/Financial Institutions  
Car Dealers  
Construction Companies  
Co-ops  
Drugstores  
Insurance Companies/Agencies  
Local Merchants  
Lumber Companies

Newspaper Publishers  
Oil/Gas Companies  
Pharmaceutical Companies  
Professional Firms (i.e. Lawyers)  
Pulp and Paper Companies  
Radio/TV Stations  
Travel Agencies

### **FUNDRAISING PROJECTS**

Babysitting services  
Bake or cookies sales  
Bottle drives  
Car washes  
Coffee or lemonade sales  
Concessions at sports events

Dances  
Letters requesting donations  
Odd jobs (in season): raking leaves mowing lawns; shoveling snow  
Raffles  
Rummage/garage sales

# SAMPLE FUNDRAISING LETTER

Date

Name of Sponsor

Address

City, Province/Territory, Postal Code

Dear \_\_\_\_\_:

I am honoured to have been chosen by my school and by the Forum selection committee to attend the Forum for Young Canadians from (insert dates). Forum for Young Canadians is recognized as Canada's premier youth educational program to learn about Canadian systems of government, leadership and citizenship. Forum is operated by the non-profit, non-partisan, educational Foundation for the Study of Processes of Government in Canada.

Each spring Forum brings over 300 students from across Canada to Ottawa to spend a week on Parliament Hill and experience first-hand how Canadian government works. Forum students are the future leaders of Canada.

During my week at Forum, I will be immersed in the exciting world of national politics and public affairs. I will meet the nation's leaders, interact with decision-makers, and debate contemporary issues. I will have the special privilege of sitting in both the House of Commons and Senate, with the Speakers of both chambers, who are the co-honorary Chairs of Forum. I will watch Question Period from the Visitor's Gallery and then make those experiences come alive in numerous simulations.

I will take home an unparalleled insight into the workings of Canadian government, an understanding of the diverse viewpoints of fellow Canadians, and incredible friendships! In visiting the Forum website ([www.forum.ca](http://www.forum.ca)) past participants say that Forum was the best experience of their lives and that they never had as much fun as they did at Forum!

The cost to attend Forum 2020 is \$995 and includes tuition, accommodation, meals and transportation costs not covered by Exchanges Canada, a youth exchange program of the Department of Canadian Heritage. Exchanges Canada will cover your transportation from (insert your city) to Ottawa and back.

I am writing to you to ask that you (or your organization), in keeping with the interest you have shown in the youth of our community and in education, please consider sponsoring all or part of my participation at Forum. Please note that should I raise excess amounts, the surplus will be donated to the Forum for Young Canadians to assist students in financial need. Your donations can also be made online at [www.CanadaHelps.org](http://www.CanadaHelps.org) (look for the Foundation for the Study of the Processes of Government in Canada) or you can call the Forum office to give a credit card number.

I would be happy to answer any questions that you might have and may be reached at (insert telephone number). You may also contact my school coordinator, (insert name), at (insert telephone number). I would also be delighted to make a presentation to your organization before and/or after I attend the Forum for Young Canadians.

Thank you for your kind consideration. I look forward to hearing from you, (insert name).

Sincerely,

(Insert your name and address).