Zen

and the

Art

of

Resource Procurement

Cobbled together by Eric Zander

God Money,

I'll do anything for you.

God Money,

Just tell me what you want me to do. . .

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Introduction

Many people assume that fundraising is a difficult and time consuming endeavor which will at best produce marginal results. If approached with the right strategy, fundraising will not take up excessive time, will help you define your project and will provide you with the necessary funds whether you need 1,000 Baht or 1,000,000 Baht.

To be a successful fundraiser you must be diligent in your record keeping, be good at writing and, most of all, be responsible. These are all learned skills, no one is born with them. Even if you are weak in one or two areas, try your hand at fundraising - it's a great way to hone your skills. In your fundraising endeavors you will be dealing with the heads of many organizations. These people did not get to where they are by being lazy and irresponsible. If they see effort and responsibility in the volunteer who is seeking resources from them, you will have won half the battle.

In the following pages I have attempted to outline the process of fundraising. Because it is so closely linked to the project itself, it is difficult to separate the two, this could be considered a simple manual for implementing a project. Even if you do not need outside resources for your project, it is a good idea to try to follow these steps. The planning and forethought required in writing a proposal, although quite tedious at times, will allow you to see potential pitfalls in your project where they are easiest to change - on paper.

Because every project requires a different approach, it is difficult to write a generic proposal or a specific set of steps to follow. Every project proposal is unique to its project. It is suggested that you keep your proposals to under five pages but some may demand no less than ten or twelve pages. Remember, what is contained here are only suggestions.

Within this booklet there are many references to "resources", "funds", "donations" and other words which all pretty much mean the same thing: something you need to complete your project which is not locally available. Usually this refers to financial resources (money) but often in your search for resources you may come across an organization which can provide you with what you need and not the money needed to buy it. I was very disappointed when Hewlett-Packard told me on the phone that they were not able to make a financial contribution to my computer project but, I was elated when, in the next sentence, they told me they will donate several computers and possibly printers. They did not donate a single Baht to that project but were the biggest donor if measured in value of donation.

Be wary of the time element involved in fundraising. It can take six to eight weeks to write a proposal, three to six months to receive the resources requested and two to three months to complete the project and send a project completion package to your sponsors. This is a lot of time - close to a year from project conception to closing the project diary. If you are particularly ambitious, consider running two or more projects simultaneously. It can be hectic at times but you will accomplish more because during the lag time of one project you can work on another.

Approach fundraising as a game. You have a specific goal and must be very creative in achieving it. Just like when playing a game, you will only get better at it the more you play and playing this game will greatly improve your writing and management skills - skills which will benefit you wherever you go. Send letters everywhere; just like fishing, you never know where you'll get a nibble that could lead to a "big catch." But also, know when to quit the game. Raising funds, especially when you see success can become the end in itself. When you receive sufficient funds for a project, end your fundraising efforts for that project and focus on others.

Spread your knowledge. If you find a particularly receptive resource or a new way of getting what you need, let others know. We are only here for a very short two or three years and we should help others from having to reinvent the wheel.

Remember, projects are only a game which will yield results very slowly at best. But, it is a game that you can only win. At my school I worked on a computer project almost from the day I arrived at my school. Only now, almost 2½ years after starting, am I beginning to see solid results. It will be two to three years (and long after I am gone) before the members of my community truly benefit from my efforts. I only laid the seeds.

Finally, I would like to thank Aj. Narong, Tom Elam, Dr. Charles, David Hanks, Aj. Payungsri Homsudtwan, Tom Seale and my dad for their guidance, advice and occasional "swift kick in the butt."

Happy Hunting!

Eric

Eric Zander (107)
November 1997

Although every effort was made to use accurate information, mistakes happen. If you have any suggestions, corrections, comments or additions (especially your new sources and old project proposals) please send them to me c/o Peace Corps so I can update this booklet! Thanks!

Process

I Came, I Saw, I Conquered.

- Julius Caesar

Julius Caesar had a plan. It was short, simple, concisely expressed and easily understood by anyone. If Julius Caesar had been trying to acquire resources for a project, he would have been wildly successful.

All projects, whether you need to acquire outside resources or not should have a written plan. The process of writing the plan (or project proposal) is actually more important than the finished product. Just like a business plan, the fact that you have written a plan for your project shows that you have invested a significant amount of time into planning how and what you will accomplish.

The purpose of a project plan is not to set in stone exactly what you will do. In fact, you should attempt to avoid being too specific in writing your plan. The more flexibility you build into your proposal, the better it will stand up to unforeseen problems.

This manual assumes you already know how to write a proposal of some sorts. If you do not or feel you need practice, refer to the examples at the back of the book and/or read what other people have written. If you are really serious about improving your proposal and writing skills, visit the Asia Foundation or any good bookstore - they will have books on writing letters, proposals and grant applications. Find out if the proposals you read got the resources they requested; that is the ultimate test of a proposal. The best written proposal is a failure if it does not persuade the receiver to donate resources. In writing your proposal, use the resources available to you by having as many other people read and criticize your proposal as possible. Finally, remember to edit, edit, edit!

The process of resource procurement can be short (one to two months) but is usually quite long - six to nine months from identifying your needs to project implementation. Begin the process as soon as possible to get the resources you need in a timely manner.

When sending unsolicited requests to companies or organizations you are unfamiliar with, always send far more requests out than you need. With the capabilities of desktop computers today, and the facilities available in the PC office, it is very easy to turn out 100 letter in an afternoon. A ratio of 10:1 is a suggested minimum (if you need one positive response, send out 10 requests.) Don't be dejected by receiving few to no responses from your requests. Analyze why you didn't get a response: Are you asking for too much? Are you asking for something the prospective sponsors can not offer? Is your proposal well written? Are you sending to sponsors who would be likely to respond? Review all of these and any other reasons, then keep sending more requests until you get what you need.

Identifying Needs

Identifying the needs of your community, be it a school, nikhom or moobahn is probably the most difficult task of any project. Not only do you have to identify a need but you need to have, or be able to acquire, the skills to steer your community to finding an appropriate solution.

You should also be sure that what you perceive as a need is perceived by your community as a need too. If they don't perceive a need, their motivation will be very low - relegated to "Let's humor the PCV…" You must educate then to the benefits of solving the problem. The best way to educate people is through example. If your school says they don't need a computer and they are happy typing forms with carbon paper, get a computer and use it for all your own needs. Be sure to constantly show your co-workers what your computer can do and what pretty pictures you can make. Pretty soon one of your co-workers will ask you to teach them how to make pretty pictures with the computer. This way they **want** to learn instead of **having** to learn.

Some "common" projects which have been successfully implemented by PCV's in the past are the eyeglass project, world map project, mushroom growing project, shampoo making project, tree planting and fish pond projects. Information on all of these and more projects is available through Peace Corps.

The one common thread that runs through all of these projects is the need for funds. There are few projects which do not need funds or other resources.

Implementing a "common" project is easier than a new and untried project because often you can get advice or read old project proposals from those who have implemented them. Also, potential donors are often already identified and established.

An untried project is more difficult to implement - new projects are rife with potential pitfalls. This necessitates more careful planning and requires more creative resource procurement.

Whatever project you settle on, be sure it is a genuine need of the community and not that of a special interest group such as yourself or your boss.

Define and Narrow

Once you have identified a need of your community, you must identify and probably narrow the focus of the project. If your project is a large one which will take a long time to fully implement, you should break it down into smaller logical units. An example is a computer project to teach computers to students. This is a nebulous idea; do you have the equipment to do this? Do the teachers who will teach the course know how to use the equipment? Is there a room at the school where you can do this?

To make this project more manageable, it should be broken down into three phases, each one a smaller project: First, you must acquire the equipment. Second, you must educate the teachers in how to use the equipment, then you can teach the students. Each phase of the project will take about one year. (no one said development was quick or easy!)

To expand on the example of a computer project, perhaps you would like to teach computer graphics applications in addition to word processing. To teach graphics in addition to the other phases will require more time and more advanced (read: expensive) equipment. This is part of the narrowing phase. You should forgo the teaching of computer graphics applications and focus on the first three objectives because of financial and time restraints.

Too often what we see as the communities needs is not how the community sees their needs. If they know nothing about computers, they will not think they need them. If they have never had a refrigerator, they will not see why they should refrigerate all food like an American does. So, a major part of any project is education. You must educate the community that food spoils faster outside of a refrigerator than inside and that with a refrigerator the chances of food poisoning are greatly reduced. With a computer project you must show the community that using a computer to type letters is faster and easier than with a typewriter. Without the education component of a project, the project will die as soon as you leave.

In addition to being easier and faster to implement; breaking a large project down into smaller logical units makes it easier to fund and implement each mini-project. Because it makes for a shorter, and thus, far more likely to be read project proposal, it is an easier idea to grasp with a higher chance for success than a larger project and, it allows you and your sponsors to see results faster than if it were not broken down.

Identifying Resources Needed

Once you have narrowed your focus to one small project (or several small projects which are part of a larger one) you have to decide: What resources do you need? What resources are absolutely required for your project and what resources could be considered luxury items?

In drawing up your list, include everything that is necessary. From the hand tools needed for a brick-making project to the electricity that a computer will use in one year. Even transportation of equipment and people should be included. Find out an exact price for everything then add about 10% to 20% to each item. There are many unforeseen and hidden costs in a project. Once you ask for a specific amount and the donor(s) give you that amount, it is all you have to work with. It is better to be under budget than over.

Identifying Local Resources

If you feel the funds for a project can be raised locally, do it. It is easier to raise resources locally through bake sales, lotteries, asking for donations, etc. than to write and send a formal project proposal.

There are four types of projects you should try to fund locally:

1. Projects with a small financial requirement.

   Although there is no set amount and different volunteers have had different success rates, projects with a resource requirement of under 40,000 Baht would benefit from local fundraising.

2. English Camps and other projects which have a large number of participants.

   Local businesses use marketing just like national and international businesses. They donate money and you give recognition and "good will" to the company.

3. A project which can not be funded through other sources.

   It may take time to raise the resources needed but if local people see the need, they will make the effort.

4. A project which you want the recipients to feel morally invested in.

   Helping students raise money for their own scholarship will make the scholarship worth more to the student. A school which self-funds a new building through community donations will be more obligated to use the money in a more correct way than if they received the money from Bangkok.

Some suggestions for local resources to tap include:

- Although it is not ethically the best way, have a lottery.

- Making and selling crafts, cookies, etc. This also allows you to teach some basic business skills to your students/co-workers.

- Approach any and all local businesses. Explain to them what you are doing and, tell them that other businesses have donated resources to your project (even if they haven't!).

- Lion's Clubs and Rotary are very active in Thailand but the activities of each chapter vary greatly. They are usually good sources of both resources and business contacts.

- Ask local wats for help. They can funnel donated resources to your project.

- Set up a table at local festivals and/or markets.

In writing project proposals and grant requests, many organizations require a local contribution in resources or in-kind be made. The value of this contribution varies from organization to organization but it usually ranges from 25% to 50% of the total project budget. Be creative in finding local resources. An example: If your school desperately needs a new water system but has nothing to offer for the new system, use an estimated value of the existing pipes, storage tanks, etc. as the in-kind, then, write your proposal as a refurbishment of the existing system. The more local contribution you can show on paper, the more likely a potential donor will fund your project.

The Budget Gap

After identifying what you need and what can be provided locally, you are faced with the budget gap. The budget gap is the sum of material and financial resources needed to complete your project that can not be provided locally.

When writing a project proposal, try to maximize the local contribution and minimize the resources you are requesting but, do not be discouraged if your local contribution is less than desirable.

There are several ways you can fill the budget gap to make the local contribution more desirable. One way is through marketing: good writing, format and design of the proposal itself will make your project look more professional and hence, more likely to be funded.

Another way of filling the budget gap is to be thorough and creative in finding local resources which will be contributed to the project. Even your time or the loan of a co-worker's pickup truck can be considered local contributions.

If you are unable to fill the budget gap, don't worry. It is assumed that you need resources – or else you would not be approaching the potential donors.

Identifying Potential Donors

As mentioned earlier, when looking for resources, think locally first. If locally acquired resources are insufficient for your project, approach groups which Peace Corps and Peace Corps Volunteers have an established relationship such as Peace Corps itself (Small Projects Assistance (SPA), Host Country Funds (HCF), Peace Corps Partnership Program (PCPP), etc.), the American Women's Club (AWC) and the Canada Fund. These groups are familiar with PCV's work and will work with you to find the resources you need.

If the above mentioned groups can not fill your budget gap because your project does not fall within their criteria or they are not able to allocate enough resources (they do not have unlimited budgets), try companies, embassies and NGOs both within Thailand and abroad. This method of resource procurement is the one which requires the most planning, organization and effort. It is also the riskiest but, this method, if you stick to it, will reward you with the most resources and these resources come with few or no preconditions to accepting them.

Writing the Proposal

The proposal you write holds as much importance as a resume. In fact, more so because a resume is usually solicited material while a proposal is not only unsolicited but it is asking for something too. This means that the quality of a proposal is of the utmost importance. While writing it, you usually have the luxury of time because there are no firm deadlines. Use this time to your advantage to research, write, rewrite, submit it to your peers and mentors for review and then edit it again! Once you send it to an organization, you can not send an updated copy so make sure your first try is your best.

It is difficult to suggest a particular format or style of writing and layout because every project and person lend themselves to different formats. Research successful proposals and find or create a style that fits your project. Peace Corps has several files with older proposals and current volunteers probably have proposals which they would send you. After looking at what works, write your own. Do not worry about plagiarism - we are all here to help each other and, in this case, plagiarism is the highest honor.

All proposals should have the following sections in one form or another:

1. **Title**

   Be creative but to the point, also. Just as the title of a movie helps sell the movie, the title of your proposal will help sell your proposal. Try to make the title sound like that of an NGO. I received more favorable responses to the title "Hansa Sujit Community Computer Fund" than I did for the title "Hansa Sujit Computer Project."

2. **Information on yourself and Peace Corps**

   This is commonly the background section. Be brief and to the point. Your space is very limited and you only want to convey who you are, what you are doing, what you are doing, what Peace

Corps is and why your project is so important. The purpose of this section is to reassure your potential sponsors that you are a professional who is a member of an American government organization.

3. **Address, phone number and contact person for the project**

   Use Peace Corps as your address, it will lend credibility to you. Once a contact is made, give that person the address and/or phone number of your site.

4. **Objectives of the project**

   You should include general and specific objectives. A brick making project has a specific goal of paving a muddy area so people can use it. A general goal of the project is to teach students how to make bricks, thereby increasing the student's knowledge base and marketability once finished school. Again, be creative. Paving a muddy area will also potentially reduce malaria and other mosquito-born diseases thereby reducing a public health problem.

5. **Background of the project**

   This section, above all others, is what will motivate the potential donor to allocate resources to your project. Think of Sally Struthers on TV. Be honest but explain the true situation in the most favorable light possible. Provide information on the people involved, what the problems are, why you want to help, how many people are involved, etc. Pictures of little kids placed in this section always help!

6. **Implementation**

   This is where all of your planning will help you. By the time you write the proposal, you should have a very clear idea of what you want to accomplish, how and, when. Be as specific as possible but also try to leave yourself as much flexibility as possible because delays and cost overruns may derail your plans if they are too specific. Example: You are going to upgrade 20 computers by installing more memory (RAM), hard drives and mice. You do not need to identify the specific model of hard drive to be used or even the amount of RAM. Simply state memory, hard drive and mouse. This way, you have the flexibility to buy larger hard drives or cheaper mice, etc. depending on current market conditions.

7. **Budget**

   This will probably take up one full page of your proposal. Make it neat, organized and easy to understand. Triple check your numbers. If you can not add properly, no one will give you resources.

Remember in writing your proposal to be brief. Your proposal should be no more than five pages with three to four being an optimum. If your proposal is more than five pages, consider cutting out parts (do you really need 12 pages explaining how Aunt Edna motivated you to join Peace Corps?). Or, consider dividing your project into smaller logical units.

Peer feedback and criticism is the most important part of writing your proposal. Ask everyone you know to read it and give you their thoughts. You may not like their advice but often others can read your work far more objectively than you. Finally, most computer programs have spell check utilities. Use them.

Sending Your Proposal

Before you drop your finished proposal in the mailbox, be sure you have a copy of it. In fact, keep a diary of what you send, when and to whom. Keep copies of everything you send; this will help you later when you get replies from people to letters you do not remember sending!

Although it is possible to do mass mailings with typewritten proposals and the aid of a photocopier, if you are not familiar with using a word processor on a computer, now is the time to learn. Also, learn how to use the mail merge tools associated with word processors. Using the computer will save you countless hours of toil and will help minimize errors. You only have to type an address one time and it can be used on both the envelope, cover letter and any follow up letters you write. The proposal produced on a computer and laser printed is far superior to the handwritten or typed and photocopied proposal.

Before sealing the envelope (always use PC letterhead on your cover letter and envelopes), double check everything. Did you sign the cover letter? Are all of the pages present and in the correct order? Did you run the whole document through a spell checker? Did you staple your proposal together? Does the address on the envelope match that in the cover letter? These seem silly but they are mistakes that are only too easy to make and even easier to correct with a bit of diligence.

Finally, do not forget to record in your project diary what you sent, to whom and the date.

Waiting

This is the most nerve wracking part of a project. There is nothing you can do but wait. If responses come quickly (the fastest ones should come in three weeks) you will be very happy but what if two or three months go by without a response?

Most companies will not respond to your request at all. They will not even send you a "thank you but, no" letter. Only about five to tem percent of all companies will respond. Keep this in account when you figure out how much money you need. Example: If you need 100,000 Baht and are asking for donations of 25,000 Baht, this means you need four positive responses to implement your project. If only five percent of all companies respond to your request, you need to send out a minimum of 80 requests (more is always better). This is a good argument for working with mail merge on a computer. To send 80 typewritten proposals is an incredible amount of work. Photocopying is an option but does not look as good as typewritten or printed. If done on a computer, the biggest difference in time between sending one and 80 proposals is how fast your printer will print.

Receiving Responses

What do you do when you actually receive positive responses? Jump for joy then act quickly! Respond in writing or with a telephone call as soon as possible after receiving a response. Often companies will fax or telephone instead of write a letter. Respond in kind. The donor will often suggest that you go to their company to meet them. If they do not, suggest it yourself. Do everything you can to accommodate them. Treat the meeting like a job interview. Dress as nicely as possible and bring at least one extra copy of your proposal with you.

If the donor will be giving the donation when you go to meet them, take a camera to take photos of the "ceremony." These photos are invaluable for promoting the company's donation to your project.

While visiting the donor, do your best to develop a personal relationship. This will facilitate future donations. After the visit, take a few minutes to record in your project diary what they told you, who you met, etc. The memory of the meeting may seem fresh and exciting but important details quickly fade from memory. You will impress then when you see them in six months and appear to remember all six of their kids names.

If you are unable to meet with the donor, keep in as close contact as possible through letters, telephone calls and/or faxes.

Maintaining Accounting

After receiving donations to your project, you must remember to maintain accounting as much as possible. Some donors will request a formal accounting of your project and groups like Peace Corps require it.

You do not have to be an accountant to do simple accounting. Simply request a receipt for anything you spend money on. If a receipt is unavailable and it is about 200 Baht or less, just make an entry in your project diary of what was spent, when and, why. A receipt book is very inexpensive - 15 to 30 Baht. Keep one handy for if a person does not have one - you can write one on the spot and get their signature.

There are times when you must expend money in ways that are frowned upon in America (although I personally never had to, it appears to be common). In these cases, you should write your receipts to absorb these expenditures. Example: You need to borrow concrete forms from the local government office. Borrowing them should be free but, there is a long waiting list. About a three year long waiting list. How do you get on top of the list? Take the governor out to dinner, give him a bottle of some good liquor and mention that you **really** need those forms and, viola! You have the forms in a week. (This is a true story from a PCV)

After the project is completed, record all of the receipts (they should total the amount of the donation) on a single sheet. If you deviated from your original budget at all, explain what the deviation was and why. If your original budget was flexible enough, there should not be a need for this. Keep al original receipts, send photocopies and the accounting sheet to the sponsor.

Thank You

The entire process of attempting to get and receiving funds is very similar to that of producing a business plan to receive financing from a bank - a marketing project. You are a salesman selling a product. The organizations who give you resources are buying your product. The easiest sale is a repeat sale to a known customer; do you best to develop repeat customers. Once you have developed a contact at an organization, maintain that contact. This will benefit both you and other PCVs and PC in general.

Any time you communicate with the donor, from the initial response to the final accounting, send thank-you letters. If you meet with the Country Director of IBM on Tuesday, have a thank-you letter in the mail on Wednesday. It is something minor but it helps to develop the donor's trust in you.

Immediately after receiving the donation, give the donor value for their money by telling everyone who donated what. Contact the Bangkok Post and The Nation. If you send them a picture with a short press release, it will probably be printed. Also, putting up signs and plaques then sending photos to the sponsors of these items and of "acceptance ceremonies" at your site (get your Ajaan Yai or Poobakrang to mug for the camera. It's easy and fun!) will help build your relationship with your sponsors.

If your project will take a long time to complete, periodically send updates to your sponsors. Every three months is a good rule of thumb. Tell them what you have accomplished, how far along the project is, etc. Also, send pictures and letters from the beneficiaries of the project while it is underway.

Once completed, you should send a package to your sponsors containing a minimum of several thank you letters from people involved and pictures of the project while underway and when completed. Other things which can be included in the package are certificates of appreciation, a plaque and newspaper clippings (tear sheets) of the project. The more you include, the better. This is much like the final payment on a loan - leave your sponsor happy and they will be more likely to help you and other volunteers in the future.

After project conclusion, wait about three months then ask the donor for more resources for a new project!

*E*xamples

How do you know if your letter was good enough? Even though every person you know may tell you your letter to Bill Gates is wonderful, if Bill Gates does not send you any money the letter was a failure.

No one will grade your proposal for neatness or writing skills but you will know your "grade" by whether you get what you ask for.

This section has a few example letters and project proposals. Use these as guides and for ideas of your own. Most of them have proven successful - i.e. the requested resources were given. Further examples can be found at Peace Corps.

Joe Schmo, PCV
Northarai School
Tambon Westlom
Amphur Easttong
Sarkham 12456

2 January 1996

The British Embassy
Tourism Department
1030 Wireless Road
Bangkok 10330

Dear Madam or Sir,

I am a Peace Corps Volunteer currently serving in a rural school in the province of Sarkham. Most of my students come from a poor rice farming community. Although poor, the families of my students are very supportive of and encourage their education.

As I am sure you can understand, because of their economic status, the education given to these children is very low, even by Thai standards. Any student who's family has any money does not go to my school, they go to the provincial schools in the provincial capital. My school is left with the poor students. Most of the students at my school have never even been top Bangkok and none has been out of the country.

I am working on a project to teach these children about the world outside of their home town. Some students thought that Thailand was the same size as my country, America. They were shocked to find out that Thailand is about the size of the state of California!

Any posters, maps, books, pamphlets or information you can send me about Britain would be greatly appreciated. With these materials I will be able to educate my students (600 total) about your country and widen their view of the world.

Thank you very much for your support of this project!

Sincerely,

Joe Schmo

Eric Zander, PCV
United States Peace Corps
242 Rajvithi Road
Dusit
Bangkok 10300
Thailand

14 November 1996

Director of Marketing
Marketing Department
Parker Brothers
Beverly MA 01915

Dear Madam or Sir,

I am a volunteer with the United States Peace Corps serving as a teacher in a rural secondary school in Thailand. Many of the students in my school are extremely poor and underprivileged but the community is greatly supportive of the school.

My school will be holding an English camp in the middle of January, 1997. Many English camps have a theme such as the environment or health. For my camp, I have chosen the theme of business. This is an essential subject which is not taught to the students at all.

In trying to decide what activities I would have for my students, I remembered how much fun I had playing Monopoly when I was younger. I think this game is a wonderful way to introduce bargaining, simple accounting, decision making and other basic business skills into children's lives.

There will be approximately 120 students attending my English camp. In order to play Monopoly with such a large number of students, we need about 24 sets of the game (5 students per set).

We know that if a student has fun with English, that student will want to continue learning. I also think that if a student is introduced to a good game, such as Monopoly, that student will want to play it again and again.

Therefore, I am requesting a donation from you of 24 sets of Monopoly. You can be assured that proper recognition of your donation will be made, we will send you pictures and letters from our school and countless numbers of students will enjoy playing your game for many years to come.

Thank you very much for your generosity.

Sincerely,

Eric Zander

Eric Zander, PCV
Rong Rien Hansa Sujit Wittaya 2
Tambon Makhamlom
Amphur Bang Plama
Suphanburi 72150
Thailand

Volunteer Optometric Services to Humanity/California
2825 Santa Monica Boulevard
Suite 116
Santa Monica CA 90404

Dear Madam or Sir,

I am a volunteer with the United States Peace Corps serving as a teacher in a rural secondary school in Thailand. I am writing you to request financial support to help provide eyeglasses for my students. Many of the students in my school are extremely poor and underprivileged. They all come from a rice farming community which, although poor, places a high value on educating their children.

There are 628 students at my school aged from 13 to 18. Coming from America, I was surprised to notice that not one of my students wears glasses. When I began to teach I found that the reason they do not wear glasses is because of a lack of money, not good eyesight. Several students in my classes are virtually blind because their vision is so poor.

After performing an eye chart test on all of the students at the school, I have found a varying range of vision problems. Of the 23 students at my school who require glasses, seven of them can not even read the top line on the eye chart. Some students are nearsighted, some are farsighted and some others have vision problems which will require more than glasses to correct.

To aid these children not only in their education but to improve their entire life, both in and outside of school, I am seeking contributions to provide my students with eyeglasses. I have found an optometrist in the jungwadt (provincial capital) who will provide a free eye exam and the necessary frames and lenses at wholesale cost. The cost of lenses and frames for one student is $32 (800 Baht). The budget for this project is $764.00 (19,100 Baht). Although any amount from you or your friends would be greatly appreciated, I am asking for donations of $200 (5,000 Baht). This would provide funding for six students to receive glasses and cover travel costs from their village to the jungwadt. Funds in excess of the projected amount will be used to extend the project to the new students who will begin school in May of 1997.

If you have any questions, please write me at the above address. If you are able to make a contribution to this project now, please send a check or international money order in my name marked "Eyeglass Project" and it will be deposited to a special account set up for this project. Once I have completed this project, I will send a summary of the project along with pictures and letters from the students.

Your generous grant will not only help rural Thai children to improve their studies but their entire lives as well.

Thank you very much,

Eric Zander
United States Peace Corps Volunteer

The Hansa Sujit Community Computer Fund
Eric Zander, PCV
P.O. Box 69
Amphur Muang
Suphanburi 72000
Thailand

9 September 1996

Dear Madam or Sir,

I am a volunteer with the United States Peace Corps serving as a teacher in a rural secondary school in Thailand. I am writing you to request financial support to help provide computing equipment for my students. Many of the students in my school are extremely poor and underprivileged. They all come from a rice farming community which, although poor, places a high value on educating their children.

Enclosed with this letter is a project proposal which details the current goals of the Hansa Sujit Community Computer Fund. We are firm believers that the future workers of Thailand must have a sound education which includes a detailed knowledge of computers.

To aid these children not only in their education but to imporve their entire life both in and outside of school, I am seeking contributions to provide my students with computer equipment. The budget for this project is 896,000 Baht (US$35,840) but, because of a significant local contribution, we only need 164,000 Baht (US$6,560) to complete the project. Any resources you can provide us towards this project would be greatly appreciated. In the past we have written donor names on a plaque erected in our computer room but, we have decided that if we should receive a significant donation, we will dedicate the computer room to the donor with a special plaque and ceremony.

If you have any questions, please write me at the above address. If you are able to make a contribution to this project now, please send a bank check or money order in my name marked "Hansa Sujit Community Computer Fund" and it will be deposited to a special account set up for this project. Once I have completed this project, I will send a summary of the project along with pictures and letters from the students.

Your generous grant will not only help rural Thai children to improve their studies but their entire lives as well.

Thank you very much,

Eric Zander
United States Peace Corps Volunteer

The Hansa Sujit
Community Computer Fund

Managed by: Eric Zander, United States Peace Corps Volunteer

Address: The Hansa Sujit Community Computer Fund
                       Eric Zander, PCV
                       P.O. Box 69
                       Amphur Muang
                       Suphanburi 72000
                       Thailand

Beneficiaries: Students: 650
                       Teachers: 35
                       Community: 6,000+

Background:

The Hansa Sujit 2 school is a rural school located about 100 kilometers from Bangkok. The vast majority of students attending Hansa Sujit 2 come from poor farming families in the surrounding area.

Established in 1995, the Hansa Sujit Community Computer Fund aims to improve the standard of living in Thailand by introducing computing technology to the Hansa Sujit 2 school and the surrounding community.

The program is administered by Eric Zander, a United States Peace Corps Volunteer in conjunction with three Thai nationals who are teachers at Hansa Sujit 2. Together the four of us have managed to raise 682,000 Baht (US$27,280) locally to implement this project.

With the 682,000 Baht, we have been able to renovate a classroom with the proper electrical equipment, purchase desks and chairs and 20 personal computers which will run DOS from disk. We have also been able to fund a training for all of the teachers at Hansa Sujit 2. Unfortunately, because of the high cost of computing equipment in Thailand, we were unable to accomplish more.

With these objectives completed, we are now working to upgrade our computing facilities and begin educating teachers, students and members of the surrounding community in all aspects of computing technology.

We are trying to build the computing capacity at Hansa Sujit 2 by acquiring new or upgrading existing computer equipment so that we have 20 or more computers which are capable of running Windows based programs from hard disk systems. Once we have acquired the necessary equipment, we will begin to offer teachers in other schools and the general public computing training also.

Problems Addressed:

Education is a key factor in long term economic growth. Twenty years ago, a simple education was sufficient for most Thai people because they were going to spend most of their lives working the rice paddies. Because of the rapid economic development occurring in Thailand over the last ten years, the children of those farmers need an education which is of a much higher caliber than their parents received. These children will not be farmers. If they receive a good education, they will move up the economic ladder. If they do not receive a good education, their career options will include little more than manual labor and a dismal future.

To this end, the Hansa Sujit Community Computer Fund has been set up to increase the computing capacity and knowledge of the students at the Hansa Sujit 2 school and in the surrounding areas.

Our Request:

To show our appreciation to our sponsors, we have erected a plaque in the computer room listing each sponsor and how much they have contributed. As we receive resources in the future, we will add names to the plaque and, should we receive a significant donation, we will dedicate the computer room to the donor with a special plaque and ceremony.

We are asking for a contribution of US$6,560.00 in funds or resources but, any amount will be gratefully accepted. If you should prefer to donate software or hardware to the project, we will be more than pleased because this will save us the time of purchasing such equipment.

The equipment necessary to upgrade these computers includes:

Item	Individual cost	Number	Item total
Mouse	500 Baht	20	10,000 Baht
Hard drive	6,000 Baht	20	120,000 Baht
Memory	1,200 Baht	20	24,000 Baht
CD ROM drive	10,000 Baht	1	10,000 Baht
TOTAL:			164,000 Baht (US$6,560.00)

Project Budget:

Local Contribution:

Equipment

Item	Individual cost	Number	Item total
486DX Computer	25,000 Baht	20	500,000 Baht
Desks & Chairs	8,000 Baht	20	160,000 Baht
Electrical	9,000 Baht	1	9,000 Baht
Training	13,000 Baht	1	13,000 Baht
TOTAL:			682,000 Baht

Labor

TOTAL:	50,000 Baht

Note: Labor cost is calculated from the average salary for a skilled computer technician. Because teachers and students will be doing the work, assisted by myself, this is provided free of charge.

Total Local Contribution: **732,000 Baht (US$29,280.00)**

Requested Contribution:

Equipment

Item	Individual cost	Number	Item total
Mouse	500 Baht	20	10,000 Baht
Hard drive	6,000 Baht	20	120,000 Baht
Memory	1,200 Baht	20	24,000 Baht
CD ROM drive	10,000 Baht	1	10,000 Baht
TOTAL:			164,000 Baht (US$6,560.00)

Total Requested Contribution: **164,000 Baht (US$6,560.00)**

Total local contribution:	**732,000 Baht**	**(US$29,280.00)**
Total requested contribution:	**164,000 Baht**	**(US$6,560.00)**
Total project budget:	**896,000 Baht**	**(US$35,840.00)**

The Hansa Sujit Community Computer Fund
Eric Zander, PCV
P.O. Box 69
Amphur Muang
Suphanburi 72000
Thailand

4 September 1996

Joe Schmo
Big Company in Bangkok
Unit 606, Floor 6
The 66 Building
66 Sukhumvit Soi 66
Bangkok 10666

Dear Mr. Schmo,

I am a volunteer with the United States Peace Corps serving as a teacher in a rural secondary school here in Thailand. I am writing you to request financial support to help provide computing equipment for my students. Many of the students in my school are extremely poor and underprivileged. They all come from a rice farming community which, although poor, places a high value on educating their children.

Enclosed with this letter is a project proposal which details the current goals of the Hansa Sujit Community Computer Fund. We are firm believers that the future workers of Thailand must have a sound education which includes a detailed knowledge of computers.

To aid these children not only in their education but to improve their entire life both in and outside of school, I am seeking contributions to provide my students with computer equipment. The budget for this project is 246,500 Baht but, because of a significant local contribution of equipment and labor, we only need 177,000 Baht to complete the project. Although any amount from you would be greatly appreciated, I am asking for donations of 35,400 Baht. This would provide the funding necessary to upgrade one computer. Funds in excess of the projected amount will be used to increase the computing capacity of the Hansa Sujit 2 school.

If you have any questions, please write me at the above address. If you are able to make a contribution to this project now, please send a blank check or money order in my name marked "Hansa Sujit Community Computer Fund" and it will be deposited to a special account set up for this project. Once I have completed this project, I will send a summary of the project along with pictures and letters from the students.

Your generous grant will not only help rural Thai children to improve their studies but their entire lives as well.

Thank you very much,

Eric Zander
United States Peace Corps Volunteer

The Hansa Sujit
Community Computer Fund

Managed by: Eric Zander, United States Peace Corps Volunteer

Addresses:

The Hansa Sujit Community Computer Fund   United States Peace Corps – Thailand
Eric Zander, PCV   Eric Zander, PCV
P.O. Box 69   242 Rajvithi Road
Amphur Muang   Dusit
Suphanburi 72000   Bangkok 10300
Thailand   Thailand

Beneficiaries:

Students:	650
Teachers:	35
Community:	6,000+

Background:

The Hansa Sujit 2 school is a rural school located about 100 kilometers from Bangkok. The vast majority of students attending Hansa Sujit 2 come from poor farming families from the surrounding area.

Established in 1995, the Hansa Sujit Community Computer Fund aims to improve the standard of living in Thailand by introducing computing technology to the Hansa Sujit 2 school and the surrounding community.

The program is administered by Eric Zander, a United States Peace Corps Volunteer in conjunction with three Thai nationals who are teachers at Hansa Sujit 2.

Several years ago, five personal computers (PCs) were donated to Hansa Sujit 2. These computers are all 286's with monochrome monitors. With the rapid changes in technology occurring and the rapid decrease in the cost of this technology, these five computers are now severely outdated. After studying the costs, we have concluded that it would be cheaper to upgrade these five computers rather than purchase all new equipment. Not only will this be a more cost effective solution but, by upgrading we are able to extend the life of the computers and, I will teach both teachers and students how to upgrade the computers so that they will be able to perform this task in the future.

Our current goal is to upgrade these five computers to be capable of running Windows based software, acquire the necessary software and train teachers and students how to use these computers.

Problems Addressed:

Education is a key factor in long term economic growth. Twenty years ago, a simple education was sufficient for most Thai people because they were going to spend most of their lives working the rice paddies. Because of the rapid development occurring in Thailand over the last ten years, the children of those farmers need an education which is of a much higher caliber than their parents received. These children will not be farmers. If they receive a good education, they will move up the economic ladder. If they do not receive a good education, their career options will include little more than manual labor and a dismal future.

To this end, the Hansa Sujit Community Computer Fund has been set up to increase the computing capacity and knowledge of the students at the Hansa Sujit 2 school and in the surrounding areas.

In addition to increasing the school's computing capabilities, by doing the upgrade work ourselves, we will be able to use the opportunity as a learning experience for teachers and students at the school. I will teach them about the hardware and how to install it. This will empower both teachers and students to overcome any existing fear of computers and greatly increase their understanding of how computers work.

Once the upgrades are completed, the computers will be used to teach teachers, students and members of the local community.

Our Request:

Each computer is rather old but we feel that the power pack, disk drives, keyboard and case can be salvaged. The equipment necessary to upgrade these computers includes:

Item	Individual cost	Number	Item total
Mouse	400 Baht	5	2,000 Baht
Motherboard	5,500 Baht	5	27,500 Baht
CPU	5,500 Baht	5	27,500 Baht
I/O Card	2,000 Baht	5	10,000 Baht
Video card	2,000 Baht	5	10,000 Baht
Monitor	7,500 Baht	5	37,500 Baht
Memory	2,500 Baht	5	12,500 Baht
Software	10,000 Baht	5	50,000 Baht
TOTAL:	35,400 Baht		177,000 Baht (US$7,080)

We are asking for contributions of 35,400 Baht (US$1,416) in funds or resources; this will enable us to upgrade one computer but, any amount will be gratefully accepted. If you should prefer to donate software of hardware to the project, we will be more than pleased because this will save us the time and cost of purchasing such equipment.

Project Budget:

Local Contribution:

Equipment

Item	Individual cost	Number	Item total
Case	1,000 Baht	5	5,000 Baht
Keyboard	500 Baht	5	2,500 Baht
Power Supply	500 Baht	5	2,500 Baht
5.25in Floppy Drive	900 Baht	5	4,500 Baht
3.5in Floppy Drive	1,000 Baht	5	5,000 Baht
TOTAL:	3,900 Baht		19,500 Baht

Labor

TOTAL:	50,000 Baht

> Note: Labor cost is calculated from the average salary for a skilled computer technician. Because teachers and students will be doing the work, assisted by myself, this is provided free of charge.

Total Local Contribution: 69,500 Baht (US$2,780)

Requested Contribution:

Equipment

Item	Individual cost	Number	Item total
Mouse	400 Baht	5	2,000 Baht
Motherboard	5,500 Baht	5	27,500 Baht
CPU	5,500 Baht	5	27,500 Baht
I/O Card	2,000 Baht	5	10,000 Baht
Video card	2,000 Baht	5	10,000 Baht
Monitor	7,500 Baht	5	37,500 Baht
Memory	2,500 Baht	5	12,500 Baht
Software	10,000 Baht	5	50,000 Baht
TOTAL:	35,400 Baht		177,000 Baht (US$7,080)

Total Requested Contribution: 177,000 Baht (US$7,080)

Total local contribution:	**69,500 Baht**	(US$2,780)
Total requested contribution:	**177,000 Baht**	(US$7,080)
Total project budget:	**246,500 Baht**	(US$9,860)

*S*ources

"There's lots of money out there…" Have you ever heard that from someone in Thailand? Well, finding it is a lot more difficult than these people lead you to believe. Few people know much about precise sources but most people know of at least one or two potential sources. Following is a list of resources I have compiled over the past two years. I do not list many specific sources such as individual companies or NGO's - the sheer number would fill a phone book. I do list the primary sources of information I have found while in Thailand. The American Chamber of Commerce lists virtually every American company operating in Thailand; same for the British and other Chamber directories. Although the directories are expensive (about 2,500 Baht), if you explain that you are a PCV and are using it to help underprivileged people they will usually give you a copy free.

The three other sources I have found indispensable are the USAID book listed, the list of embassies and the phone book.

If you have an updated address for any source listed, please notify me so I can update this list.

Embassies

Vatican
Apostolic Nunclature
217/1 Sathorn Tai Road
P.O. Box 12-178
Bangkok 10120
T   212-5853
F   212-0932

Argentina
The Argentina Embassy
Prommitr Villa
20/85 Soi 49/1
Sukhumvit Road
Bangkok 10110
T   259-0401-2, 259-9198
F   259-0402

Australia
The Australian Embassy
37 Sathorn Tai Road
Bangkok 10120
T   287-2680

Mailing Address:
P.O. Box 1155
Suan Plu
Bangkok 10121

Austria
The Austrian Embassy
14 Soi Nantha
Sathorn Tai Road
Bangkok 10500
T   254-970-3, 287-3970-2
F   287-3925

Bangladesh
Bangladesh Embassy
727 Soi 55 (Thong Lo)
Sukhumvit Road
Bangkok 10110
T   391-8069, 392-9437-8
F   391-8070

Belgium
Embassy of Belgium
44 Soi Phya Pipat
[off Silom Road]
Bangkok 10500
T   236-0150 or 236-7896
F   236-7619

Bhutan
The Bhutan Consulate
B1 Floor
Jewelry Trade Center
919 Silom Road
Bangkok 10500
T   267-1680-5, 237-3600-3
F   267-1686, 267-1689

Bolivia
The Embassy of Bolivia
19 Sukhumvit Soi 38
Bangkok
T   381-2598

Brazil
The Brazilian Embassy
23rd Floor
Lumpini Tower
1168/66 Rama 4 Road
Bangkok
T   679-8567, 8
F   679-8569

Britain
The British Embassy
1030 Wireless Road
Bangkok 10330
T   253-0191-9
F   255-8619

Brunei
The Embassy of Brunei
154 Soi 14 (Lakson Daeng)
Soi 63 (Ekamai)
Sukhumvit Road
Bangkok 10110
T   381-5914-6, 381-5917-8
F   381-5921, 381-5923

Bulgaria
The Bulgarian Embassy
33/15 Soi Charoen Chai
Soi 63 (Ekamai)
Sukhumvit Road
Bangkok 10110
T   391-6180-1
F   391-6182

Burma
The Burmese Embassy
132 North Sathorn Road
Bangkok 10120
T   233-7250, 234-0320, 234-4698
F   236-6898

Cambodia
The Embassy of Cambodia
185 Ratchadamri Road
Bangkok 10500
T   254-6630
F   253-9859

Canada
The Canadian Embassy
11th Floor
Boonmitr Building
138 Silom Road
Bangkok 10500
T   234-1561-8
F   236-6463

Chile
Embassy of Chile
Bangkok Bank Building
Silom Road
Bangkok 10500
T   231-4748

Taiwan
The Chinese Embassy (Taiwan)
10th Floor
Far East Trade Office
140 Kian Gwan Building
Wireless Road
Bangkok 10330
T   251-9274-5
F   254-9276

People's Republic of China
The Chinese Embassy (PRC)
57 Rachadapisake Road
Asoke-Dindang Road
Bangkok 10310
T   245-7032-44, 247-7554
F   246-8247

Colombia
Embassy of Columbia
9th Floor
Park Place Building
231 Sarasin Road
Bangkok 10330
T   254-5105-6, 254-5108
F   254-5109

Czechoslovakia
The Czechoslovakian Embassy
21st Floor
Silom Center
Bangkok 10500
T   234-1922 or 233-4535

Denmark
The Danish Embassy
10 Soi Attakarn Prasit
Sathorn Tai Road
Bangkok 10120
T   213-2021-5
F   213-1752

Dominican Republic
The Dominican Consulate
92/6 Changwattana Road
Laksee
Bangkhen
Bangkok 10900
T   552-0675
F   521-0737

Egypt
The Egyptian Embassy
49 Soi Ruam Rudee
Ploenchit Road
Bangkok 10500
T   253-0161, 253-8138
F   254-9489

European Union (EU)
The European Union
19th Floor
Kian Gwan House II
140/1 Wireless Road
Bangkok 10300
T   255-9100
F   255-9113-4

Finland
Embassy of Finland
16th Floor
Amarin Plaza
500 Ploenchit Road
Bangkok 10330
T   256-9306-9
F   256-9310

Mailing address:
G.P.O. Box 295
Bangkok 10501

France
The French Embassy
35 Soi Rongpasikao
Charoenkrung 36 Road
Bangkok 10500
T   266-8250-6
F   236-7973

Mailing address:
G.P.O. Box 1394
Bangkok 10500

Germany
The German Embassy
9 Sathorn Tai Road
Bangkok 10120
T   213-2331-6, 285-6627-9
F   287-1776

Greece
The Embassy of Greece
79 Soi 4
Sukhumvit Road
Bangkok 10110
T   254-2936, 254-2938
F   254-2937

Hungary
The Hungarian Embassy
20th Floor, Oak Tower
President Park Condominium
Soi 24
Sukhumvit Road
Bangkok 10110
T   661-1150-2
F   661-1153

Iceland
The Icelandic Consulate
59 Soi Nawin
Chuaphloeng Road
Bangkok
T   249-1300
F   249-1253

India
The Indian Embassy
46 Soi 23 (Prasarnmitr)
Sukhumvit Road
Bangkok 10110
T   258-0300-6
F   258-4627

Indonesia
The Indonesian Embassy
600-602 Petchburi Road
Bangkok 10400
T   252-3135-40, 252-3175-80
F   255-1267, 255-8199

Iran
The Iranian Embassy
602 Sukhumvit Road (Between Sois 22-24)
Bangkok 10110
T   259-0611-3, 258-9322
F   259-9111

Iraq
The Embassy of Iraq
47 Pradipat Road
Samsen Nai
Bangkok 10400
T   278-5335-7
F   271-4218

Ireland
The Irish Consulate
11th Floor
United Flour Mill Building
205 Ractchawong Road
Bangkok 10110
T   223-0876, 226-0680 ext. 195, 232
F   226-2162

Israel
Embassy of Israel
25th Floor
Ocean Tower II
75 Sukhumvit Soi 19
Bangkok 10110
T   260-4854-9

Italy
The Italian Embassy
399 Naglichee Road
Chungmasamek, Yanawa
Bangkok 10120
T   285-4090-3
F   285-4793

Japan
The Japanese Embassy
1674 New Petchburi Road
Bangkok 10400
T   252-6151-9
F   253-4153

Jordan
The Jordanian Consulate
47 Soi Ekamai 63
Sukhumvit Road
Bangkok 10110
T   391-7142
F   381-1314

Kenya
Kenyan Consulate
568 Soi Phanich Anand
Soi 71
Sukhumvit Road
Bangkok 10110
T   391-8857, 381-9640-1
F   381-1745

Korea (North)
The Embassy of North Korea
14 Mu Ban Suanlaemtong 2
Phatthanakan Road
Bangkok 10250
T   319-1442-3
F   318-6333

Korea (South)
Embassy of Republic of Korea
23 Thirmruammit Road
Rajchadapisak Road
Huay Kwang
Bangkok 10320
T   247-7537-41
F   247-7535

Laos
The Laotian Embassy
520 and 502/1-3 Soi 39
Ramkamhaeng Road
Bangkok 10240
T   539-6679
F   539-6678

Lebanon
The Embassy of Lebanon
15th Floor
CTI Tower
191/67 New Ratchadapisek Road
Bangkok 10110
T   261-1013, 261-1015, 261-5091
F   261-1026

Malaysia
The Malaysian Embassy
15th Floor
Regent House
183 Ratchadamri Road
Bangkok 10330
T   254-1706
F   253-8970

Malta
Malta Consulate
485/14 Silom Road
Bangkok 10500
T   235-9423-4

Mexico
The Embassy of Mexico
44/7-8 Convent Road
Bangkok 10500
T   235-6367, 234-0935, 234-0999
F   236-8410

Morocco
The Embassy of Morocco
Ban Chang Glas Haus
1 Soi 25
Sukhumvit Road
Bangkok 10110
T   260-6410-1
F   260-6412

Nepal

The Nepalese Embassy
189 Soi Puengsuk
Sukhumvit Soi 71
Bangkok 10110
T   391-7240, 390-2280
F   381-2406

Netherlands

The Netherlands Embassy
106 Wireless Road
Bangkok 10500
T   254-7701-5
F   254-5579

New Zealand

The New Zealand Embassy
93 Wireless Road
Bangkok 10500
T   251-8165, 251-8210
F   253-9045

Norway

The Royal Norwegian Embassy
1st Floor
Bank of America Building
2/2 Wireless Road
Bangkok 10100
T   253-0390-2, 255-8210
F   256-0477

Mailing address:
G.P.O. Box 81
Bangkok 10501

Oman

The Embassy of Oman
17th Floor
Sathorn Thani Building II
90/1 Sathorn Nua Road
Bangkok 10120
T   235-4222-3, 234-2943
F   237-6779

Pakistan

The Pakistani Embassy
31 Soi Nana Nua
Bangkok 10110
T   253-0288-90 or 253-2557
F   253-0290

Papua New Guinea

The Embassy of Papua New Guinea
C/O Sino-Thai Group of Companies
27th Floor
Sino-Thai Tower
32/56 Soi 21 (Asok)
Sukhumvit Road
Bangkok 10110
T   260-1321, 258-3436
F   259-4455

Peru

Peru Embassy
Room 1102
Ban Chang Glas Haus
1 Soi 25
Sukhumvit Road
Bangkok 10110
T   260-6243-5
F   206-6244

Philippines

The Philippines Embassy
760 Sukhumvit Road
Bangkok 10500
T   259-0139, 40
F   259-2809

Poland

The Polish Embassy
Sri-Yu-Khon Building
8A Soi 5
Sukhumvit Road
Bangkok 10110
T   251-8891-4
F   251-8895

Portugal
The Portuguese Embassy
26 Soi 30 (Bush Lane)
Charoen Krung (New Road)
Bangkok 10100
T   234-2123
F   238-4275

Romania
The Romanian Embassy
150 Soi Charoenporn 1
[From Soi 11 Phaloyothin Road]
Pratipat Road
Bangkok 10400
T   279-7902
F   279-7891

Russia
The Russian Embassy
108 North Sathorn Road
Bangkok 10120
T   234-3939
F   237-8488

Saudi Arabia
The Saudi Arabian Embassy
10th Floor
Sathorn Thani Building
90 North Sathorn Road
Bangkok 10500
T   237-1938-41
F   236-6442

Singapore
The Singapore Embassy
129 Sathorn Tai Road
Bangkok 10500
T   286-1434 or 286-2111
F   287-2578

Slovakia
The Embassy of Slovakia
Mezzanine Floor
Pantip Court
68 Soi Attakarn Prasit
Sathorn Tai Road
Bangkok 10500
T   285-0220-2
F   285-0223

South Africa
The Embassy of South Africa
6th Floor
Park Place
231 Sarasin Road
Bangkok 10330
T   253-8473-6
F   253-8477

Spain
The Spanish Embassy
7th Floor 701-2
Diethelm Towers A
93/1 Wireless Road
Bangkok 10330
T   252-6112, 252-8368, 255-2389
F   255-2388

Sri Lanka
The Sri Lankan Embassy
89 Soi 15
Sukhumvit Road
Bangkok 10110
T   251-2788-9
F   651-0059

Sweden

The Swedish Embassy
20th Floor
First Pacific Place
140 Sukhumvit Road
Bangkok 10110
T   254-4914, 4955

Mailing address:
P.O. Box 1324
Nana Post Office
Bangkok 10112

Switzerland

The Swiss Embassy
35 North Wireless Road
Bangkok 10500
T   253-0156-9

Mailing address:
G.P.O. Box 821
Bangkok 10501

Turkey

The Turkish Embassy
61/1 Soi Chatsan
Suttisan Road
Bangkok 10500
T   274-7262-3
F   274-7261

USA

The United States Embassy
95 Wireless Road
Bangkok 10500
T   205-4000
F   254-2990

Vietnam

The Vietnamese Embassy
83/1 Wireless Road
Bangkok 10500
T   251-7202
F   251-7201-3

Yugoslavia

The Yugoslav Embassy
28 Sukhumvit, Soi 61
Bangkok 10110
T   391-9090-1

Chambers of Commerce

Australia

Australian Chamber of Commerce
163 Surawong Road
Bangkok
F   235-7166

Belgian-Luxembourg

99/31 Soi 31
Lat Phrao Road
Bangkok
T   938-0662-3
F   513-2710

Britain

British Chamber of Commerce Bangkok
18th Floor, Unit No. 1810
B.B. Building
54 Asoke Road (Sukhumvit 21)
Bangkok 10110
T   260-7288, 7289
F   260-7287

Canada
19th Floor
CP Tower
313 Silom Road
Bangkok 10500
T   231-0891-2
F   231-0893

China
233 Sathorn Tai Road
Bangkok 10120
T   211-2368
F   212-3916

Denmark
20/15 Soi 39 (Phrom Phong)
Sukhumvit Road
Bangkok
T   259-3819-20
F   258-0594

Finland
Apartment 19/27
Ruan Rudee Condominium
Soi 1
Sukhumvit Road
Bangkok
T   253-7910
F   255-3251

France
10th Floor
Richmond Tower
75/20 Soi 26 (Ari)
Sukhumvit Road
Bangkok
T   261-8276-7
F   261-8278

Germany
4th Floor
Kong Boonma Building
697-701 Silom Road
Bangkok 10500
T   235-3510, 236-2396
F   236-4711

Mailing address:
GPO Box 1728
Bangkok 10501

Hong Kong Trade Association
14th Floor
Sindhorn Tower II
130 Wireless Road
Bangkok
T   263-2292
F   263-2293

India
13 Soi Attakarn Prasit
Sathorn Tai Road
Bangkok 10120
T   266-8634-7
F   237-7660

Israel
14th Floor
Manorom Building
3354/46-47 Rama 4 Road
Bangkok
T   249-8633
F   249-8632

Italy
Room 1208
Vanit Building
1126/1 New Petchburi Road
Bangkok
T   253-9909
F   253-9896

Japan
15th Floor
Amarin Tower
500 Ploenchit Road
Bangkok
T   251-7418, 256-9170-3
F   256-9621

Korea
8th Floor
Kong Boonma Building
699 Silom Road
Bangkok
T   233-1322-3
F   237-1956

Netherlands
3rd Floor
Shinawatra Building
94 Soi 23
Sukhumvit Road
Bangkok
T   258-4077
F   261-4890

New Zealand
522 Soi 65
Sukhumvit Road
Bangkok
T   381-3041
F   714-1676

Poland
c/o Polish Commercial Counselor's Office
105 Soi Charoen Mit
Soi 63 (Ekamai)
Sukhumvit Road
Bangkok
T   532-2567
F   260-1818

Singapore
Room 1812
BB Building
54 Soi 21 (Asoke)
Sukhumvit Road
Klongtoey
Bangkok 10110
T   260-8020-41
F   260-8018

South Africa
Suite 2704
Charn Issara Tower II
New Petchburi Road
Bangkok
T   308-2336-9
F   308-2340

Sweden
20/15 Soi 39 (Phrom Phong)
Sukhumvit Road
Bangkok
T   261-9907
F   258-0594

Switzerland
Swiss-Thai Business Associates
c/o The Swiss Embassy
35 North Wireless Road
Bangkok 10500
T   372-0687
F   373-0337

U.S.A.
The American Chamber of Commerce
7th Floor
Kian Gwan Building 1
140 Wireless Road
Bangkok 10330
T   251-9266-7
F   651-4472, 651-4474

Mailing address:
P.O. Box 1095
Nana
Bangkok 10112

Other Sources

USAID
J. Brian Atwood
Administrator
U.S. Agency for International Development
Washington DC 20523
U.S.A.

Write to Mr. Atwood and request the "Report of American Voluntary Agencies Engaged in Overseas Relief and Development Registered with the U.S. Agency for International Development." It lists the address, budget and a brief description of about 200 NGO's which operate all over the globe.

Peace Corps (PC)
SPA (Small Project Assistance), Host Country Funds, PCPP (Peace Corps Partnership Program) and other money can be obtained from Peace Corps. Talk to your Country Director today!

American Women's Club (AWC)
171-173 Soi Prosri
49/11 Sukhumvit 49
Bangkok 10110
T   381-9225

The American Women's Club has been a very active and enthusiastic supporter of Peace Corps projects in the past. As long as they have the funds to give, they regularly donate to eyeglass and other projects. They also have a well developed scholarship program for students iM3-M6. If you know of any students who are in need of tuition, contact the AWC.

Australian-New Zealand Women's Group
c/o Australian Embassy
37 Sathorn Tai Road
Bangkok 10120

This group is run along much the same lines as the AWC. In addition to providing scholarship money when they have it to give, they also publish a very valuable guide entitled "Bangkok Guide." This book includes lots of good contact addresses and other things. You can buy it at many places like Asia Books for about 1,000 Baht (last I checked). Just like I did to get the American and British chambers of commerce directories, I called and schmoozed then and got a copy for free. Isn't being a PCV wonderful? Don't forget to send a thank-you letter!!

Asia Foundation

Amorn Saiyoi
Executive Director
Asia Foundation Books For Thailand Program
Sibunruang 2 Building
1/7 Convent Road
Bangkok 10500

The Asia Foundation gives money and has a virtual library on Convent Road (just off Silom). They get new books every three months and you can visit or write to them (tell them what kind of books you are looking for). They have lots of books on every subject and give them away for free! Whoever said nothing's free? They have lots of college textbooks, too.

Companies

Indexes or many corporations operating in Thailand can be obtained from the Chambers of Commerce listed above. In addition to these, addresses can be found in the phone book, the want ads in the Bangkok Post and Nation, etc. In looking for software companies to write to, I went to Pantip Plaza (the computer mall in Bangkok) and copied the addresses from the software boxes. I got the address for Parker Brothers from a set of Monopoly. Be creative!

RE007

Through the Peace Corps ICE (Information Collection and Exchange) catalog, you can get the book "Free and Reduced Periodicals" – There's a copy or two in the PC library. I sent to every one that is free and received two to three magazines a week on lots of cool things. These magazines are also good sources of addresses for fundraising.

Newspaper

Check out the want ads for company addresses then look at the charity photos found in both the business and focus (human interest) sections of the Bangkok Post and Nation. You can pick up the names of at least one or two country managers each day. These are good sources because they have given donations in the past, as evidenced by their photos in the paper.

Other Other

As I have stressed throughout this book, creativity is the key to success. Don't just stop with these resources. Companies are, by definition, money making machines… ANY company is a potential donor. An idea I never tried was to go to a big office building and write down the companies listed in the directory, then, write letters to all of those companies.

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