

# *Sojourn to the Past*

## Enrollment Packet 2009-2010

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# Sojourn to the Past

## Overview

### MEETING ONE

Date & Time: \_\_\_\_\_

- Overview of *Sojourn to the Past*
- Trip Itinerary
- Rules and Regulations
- Fellowship / Wishlist
- Enrollment
- Deposit Due: \$500

### FOLLOWING MEETING ONE

(Complete Before Meeting Two)

- Write **fundraising letter**
- Mail **fundraising letter** to at least 21 people
- Follow up on letters with a **phone call** within one week of sending your letters
- Participate in at least one **fundraiser**
- Complete **Fellowship / Wishlist Application\***

### Remember to Bring With You to Meeting Two:

- Completed Fellowship / Wishlist Application (this is the deadline!)
- Income Documentation
- Copy of Fundraising Letter
- 21 Names & Addresses that you sent your Fundraising Letter
- Payment (\$1,000)

### MEETING TWO

Date & Time: \_\_\_\_\_

- Book Distribution
- Registration for College Credit
- Medical Form
- Submit Fellowship / Wishlist Application and Accompanying Documents
- Payment Due: \$1,000

### FOLLOWING MEETING TWO

(Complete Before Meeting Three)

- Continue to Follow Up with Phone Calls
- Participate in Second Fundraiser
- Meet with Your Teachers
- Sojourn will call you regarding Fellowship / Wishlist Funds 7-10 days before the Third Parent Meeting

### Remember to Bring With You to Meeting Three:

- Completed Medical Form
- Donations (to be submitted in an envelope with your name on it)
- Final Payment (outstanding balance)

### MEETING THREE

Date & Time: \_\_\_\_\_

- Airline and Hotel Information Distribution
- Review "What to Bring"
- Sign "Rules and Regulations" Form
- Complete Roommate Card
- Final Payment Due: \$2,600 total

300 Piedmont Ave. Room 222 • San Bruno, CA 94066

Phone: (650) 952-1510 • Fax: (650) 952-1691

Website: [www.sojournproject.com](http://www.sojournproject.com)

# *Sojourn to the Past*

## Online Account Instructions

### *Access Your Sojourn Account Online!*

Payments made to a student's account can be viewed on the *Sojourn* website by entering your username and password in the login at the top of any page.

- [www.sojournproject.com](http://www.sojournproject.com)

Three days after the trip deposit is made to a student's account, an e-mail is sent to you with instructions to view the balance of the account online.

- the e-mail instructions includes a password
- if you lose the password given to you in this e-mail, you can enter the e-mail address you registered with and your password will be sent to you again

If you have questions about your balance or how to access your account online, please call *Sojourn* at (650) 952-1510.

# *Sojourn to the Past*

## Cancellation Policy

### **PLEASE KEEP FOR YOUR RECORDS**

*Sojourn to the Past* is a nonprofit organization, and as such cannot absorb expenses caused by last-minute cancellations. At the same time, we realize that for many participants, the cost of the journey is significant, and that instances arise beyond your control that may necessitate cancelling your participation in the journey. Therefore, we have attempted to implement a cancellation policy that is fair to all parties. We encourage you to look into the purchase of traveler's insurance. Please contact your regular insurance agent for more information. Traveler's insurance is also available for purchase online at [www.travelinsure.com](http://www.travelinsure.com). *Sojourn to the Past* has no affiliation with this company nor can we recommend or comment on their service. We present the website solely for informational purposes.

1. The deposit is nonrefundable.
2. If notification of cancellation is given in writing 60 or more days before departure, a full refund of payment, minus the \$500 deposit, will be given.
3. If notification of cancellation is given in writing 45-59 days before departure, there will be a charge of \$1,000.
4. If notification of cancellation is given fewer than 44 days before departure, no refund will be given.  
**We highly recommend that you purchase traveler's insurance.**
5. In case of emergency, a participant may choose to postpone their journey to a later journey during the same school year rather than cancel, less any cancellation fees (see 1 and 2). In the case of cancellation, students' payments will not be applied toward a journey of the following year.
6. If your child is sent home for any reason, you, the parent or guardian, are liable for paying both the cost of the flight home and any fellowship funds the student may have received, to *Sojourn to the Past*.
7. Should *Sojourn to the Past* cancel the journey for whatever reason, a full and complete refund will be given.
8. If you have a doctor's note that states you may not attend the trip, please refer to the above cancellation policy regarding refunds, as payments have already been paid to various vendors.

# Sojourn to the Past

## Fundraising Ideas

### INDIVIDUAL FUNDRAISERS

- Get a Job\*
- Babysit
- Tutor
- Ask that your Birthday Gifts be Money to be applied to your Journey\*
- Find out if your Parents' Workplace Matches Donations & set up a Match Grant\*
- Offer to do Chores for your Neighbors\* (walk the dog, mow the lawn, etc.)
- Clean out your Room and hold a Garage Sale
- Make Dinner for the Family & have a "Tip Jar"
- Ask your Friends for a Donation
- Hold a "Non-Event" where people pay not to come
- Have a Bakesale

### HOLIDAY IDEAS

- Ask that your Holiday Gifts be Money to be applied to your Journey\*
- Sell Holiday Treats

### GROUP / SCHOOL FUNDRAISERS

- Have a Car Wash\*
- Have a Bake Sale
- Organize a Raffle with Prizes Donated from Local Businesses / Community Members\*
- Do a Restaurant "Take Over" where part of the Proceeds go to Support the Journey
- Sell Candy or School Supplies
- Hold Pancake Breakfast or Spaghetti Dinner
- Hold a Bingo or Trivia Night

### COMMUNITY / LOCAL BUSINESS INVOLVEMENT

- Ask your Church for a Donation
- Write a Letter to your Newspaper asking People to Donate
- Arrange to Speak to Local Service Organizations and Request a Donation
- Organize a Raffle with Prizes Donated from Local Businesses / Community Members\*

# Sojourn to the Past

## Fundraising Letter Tips

Over the past 10 years, *Sojourn* students have fundraised in a variety of ways to help pay for the cost of the trip. Students have found, however, that far and away *the most effective money-raising tool is letter writing*. For example, in 2008 -2009, students raised \$250,000 through letter writing! Letter writing is the simplest and most effective form of individual fund raising you can do. Just follow these simple steps:

### 1. Write your letter.

- This is going to be the base letter that you use to send to everyone, so spend some time on it to make it really good. Look at the 'Sample Fund Raising Letter' on the next page to get started.

### 2. Make a list of at least 21 people to send the letter to.

- The key to success is not only writing a good letter, but sending it to the correct people. Those who are most likely to support you are **people who already know you**. So who should you write to?
  - Write to: family members, family friends, parents' coworkers, pastors, people you see regularly, mentors, neighbors, people who you know support civil rights, etc.
- If you want to also send your letter to local businesses, that's fine, but be sure you know exactly who you are sending your letter to and that you have a phone number to contact that person.  
LETTERS ADDRESSED JUST TO THE COMPANY WILL NOT BE READ.
- You may also write to celebrities, but again, you need to have a phone number to call and follow up.  
LETTERS TO CELEBRITIES MUST BE IN ADDITION TO YOUR 21 LETTERS TO PEOPLE YOU KNOW / LOCAL BUSINESSES!

\***NOTE:** IF YOUR PARENTS WORK FOR A COMPANY (LIKE GOOGLE) THAT DOES GRANTS OR IF YOU KNOW OPRAH, PLEASE LET MR. STEINBERG KNOW... *SOJOURN* WOULD LOVE TO SPEAK WITH THEM ABOUT WHAT WE DO!

### 3. Personalize each letter for the person you are sending it to.

### 4. Send out at least 21 letters.

### 5. One week after sending out the letters, follow up with a phone call.

- It is very important that you follow up with a phone call. DO NOT call to ask "where's my money?"
- Call and say "I just wanted to make sure that you received my letter. Also, I'd like to answer any questions that you might have."
- Be patient and appreciative, whether the person decides to donate money or not.

### 6. Send a "Thank You" card.

- Be sure to show your appreciation to your donors by sending them a thank you card within one week of receiving their donation.

- Checklist:**
- Write my letter.....due date: \_\_\_\_\_
  - Make list of at least 21 people to send it to.....due date: \_\_\_\_\_
  - Personalize each letter.....due date: \_\_\_\_\_
  - Send out all letters.....due date: \_\_\_\_\_ (one week after 1st parent meeting)
  - Follow up with phone calls.....due date: \_\_\_\_\_ (one week after letters are sent out)
  - Send thank you cards.....due date: \_\_\_\_\_ (within one week of receiving donation)

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# Sojourn to the Past

## Sample Fundraising Letter

<Recipient Name>

<Address Line 1>

<Address Line 2>

<Date>

Dear Mr. or Ms. \_\_\_\_\_,

Hi my name is \_\_\_\_\_ and I have been invited to go on a once in a lifetime journey. My school is traveling to the southern United States retracing the Civil Rights Movement of the 1950s and 1960s. This is not a tour, it is an academic experience. Over 10 days we not only travel to major civil rights sites in Atlanta, Selma, Birmingham, Hattiesburg, Jackson, Little Rock and Memphis, we also get to meet the veterans of the Civil Rights Movement.

Many of our speakers are true American heroes. I am told the lessons we learn on this journey are all about tolerance, acceptance of other people, nonviolence, courage, compassion, forgiveness, and civic responsibility. We meet Movement veterans such as Congressman John Lewis, from Georgia, who was arrested over 40 times and beaten fighting for justice and equality. We meet Elizabeth Eckford, one of the Little Rock 9, who was one of the first African American students to desegregate schools in our country in 1957. We meet 87 year old Reverend Fred Shuttlesworth, who almost single handily desegregated Birmingham, Alabama. We meet Reverend Billy Kyles, who was on the balcony with Dr. King when he was shot in Memphis, Tennessee and spent the last hour of Dr. King's life with him. We meet the incredible Dahmer family, whose father/husband was murdered in 1966 because of his leadership in a voter registration drive. This family will share how they kept their faith in the American system and never gave up on justice. We meet Chris McNair whose daughter, Denise, was killed in the 16th St. Birmingham Church bombing in 1963. Mr. McNair will share his story of choosing not to hate those who did this terrible deed. To top it off, one of the Little Rock 9, Minnijean Brown Trickey, not only speaks to us, but travels with us for part of the 10 day journey, sharing her story of what education and perseverance mean to her. What an incredible opportunity it is to travel with one of the Little Rock 9. I am so excited. To see a detailed itinerary of the journey including the speakers, please look at *Sojourn to the Past's* website at [www.sojournproject.com](http://www.sojournproject.com).

The main reason I want to go on this journey is because... *SPEAK FROM YOUR HEART AND EXPLAIN WHAT MADE YOU WANT TO GO ON THIS TRIP AND WHY YOU FEEL THE NEED TO CONTACT THE PERSON TO WHOM YOU ARE WRITING.*

The cost of this once in a lifetime journey is \$2,600 and although it is an excellent value, I cannot afford to pay the whole cost myself. I am hoping that you see the benefits of supporting students like me experience an incredible educational opportunity and may be willing to donate. The money you donate helps students like myself go on this trip and your donation to *Sojourn to the Past* is tax deductible (federal tax ID number is 94-3336985). If you would like to help keep my dream alive by donating, please:

- Make your check payable to *Sojourn to the Past* (**Do NOT put my name on the check**)
- Write "Donation" and the tax ID number "94-3336985" in the memo section (**Do NOT put my name on the check**)
- Send your donation to me, then I will submit it to *Sojourn to the Past* with the rest of my payment

Thank you for helping keep my dream alive,

Your name

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# Sojourn to the Past

## Fellowship & Wishlist Guidelines

*Sojourn to the Past* provides financial aid through the Fellowship & Wishlist programs to help low-income students participate in the journey. Selection of student Fellowship and Wishlist financial aid candidates is made by your school's teachers and the *Sojourn* staff. All financial aid recipients must meet eligibility requirements, according to the following guidelines:

Fellowship Income-level Requirements:

If the # of dependents (including parents) is:	1	2	3	4	5	6	7	8	More than 8
Then family income must be less than:	\$25,350	\$28,950	\$33,874	\$40,793	\$47,712	\$54,631	\$61,550	\$68,469	+ \$6,919 for each additional member

For those who do not meet the Fellowship income requirements but still need additional financial help in order to participate, financial aid is available through the Wishlist program.

Financial aid provided by *Sojourn* will cover between 1-60% of the cost of your journey, therefore you must participate in activities to fund raise.

In order to qualify for the Fellowship or Wishlist program you must:

1. Complete the Fellowship/Wishlist application and submit it at the 2nd parent meeting.
2. Submit the following with your Fellowship/Wishlist application at the 2nd parent meeting:
  - Income Documentation (1st page of 1040, 1040A, or 11040Z from most recent tax return or other documentation such as Letter from the Food Stamp or Welfare Office stating that you now get assistance).  
**Photocopies - not originals.**
  - 1 copy of your Donation Letter
  - List of names/addresses of the 21+ people to whom you have already sent the letter.
3. Participate in one fundraiser before the 2nd meeting and another fundraiser before the 3rd meeting.
4. Register for college units at the 2nd meeting.

Deadline / Date of 2nd Parent Meeting: \_\_\_\_\_

# Sojourn to the Past

## Fellowship & Wishlist Application

First Name:                      Last Name:

School:

Parent's First Name:                      Last Name:

Home Phone:    -    -    Parent Work:    -    -

Financial Aid Request:  Fellowship (\*must meet income guidelines below)  Wishlist Amount Requested: \_\_\_\_\_  
(check one)

**\*In order to qualify for a Fellowship, your family must earn less than the amount shown below:**

If the # of dependents (including parents) is:	1	2	3	4	5	6	7	8	More than 8
Then family income must be less than:	\$25,350	\$28,950	\$33,874	\$40,793	\$47,712	\$54,631	\$61,550	\$68,469	+ \$6,919 for each additional member

\*Fellowship Applicants - please circle the above box for which you qualify.

How many members are in your family: \_\_\_\_\_

How much did your family earn last year: \_\_\_\_\_ (from line 22 of IRS form 1040, line 14 of form 1040A, or line 4 of 1040EZ)

What fund raiser did you do between the 1st & 2nd meetings? (must be filled out to qualify)

Activity: \_\_\_\_\_ Date: \_\_\_\_\_ Amount Raised: \_\_\_\_\_

Name & Phone Number of Person who can Verify this: \_\_\_\_\_

What fund raiser will you do between the 2nd & 3rd meeting? (must be filled out to qualify)

Activity: \_\_\_\_\_ Date: \_\_\_\_\_ Goal Amount: \_\_\_\_\_

Name & Phone Number of Person who can Verify this: \_\_\_\_\_

### This Application is Due at the 2nd Parent Meeting

#### Documents to be Attached to this Application:

- Income Documentation
- Donation Letter
- List of Names/Addresses of 21+ People to Whom You have Already Sent the Letter

We hereby certify that all the information above is true and correct to the best of our knowledge.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# *Sojourn to the Past*

## Student Testimonial

Dear Mr. McNair,

Thank you very much for coming to speak with us. I speak for everybody when I say that we were honored by your presence. The poise and class you show when speaking of your loss... it's amazing. I cannot put into words how inspirational you are.

You have single-handedly changed my life, Mr. McNair. Prior to your speech tonight, I had to talk with one of our chaperones. She is an African American woman. I admitted to her that I was somewhat racist. For instance, I get scared every time I walk past an African American on the street, I automatically assume that no African American student does well in school, and that only African Americans commit crimes. One of the many reasons I came on this trip was to break this racism in me and destroy my fear.

Throughout the trip my fear has lessened and my mind opened, but not completely. After hearing you speak about your life and how far you've come, in addition to the documentary, I was so touched. I was getting extremely sad. I had to go see the chaperon, Patrice, and give her a hug. She comforted me as I began to cry. When I calmed down, I leaned into her ear and said, "I'm not afraid anymore." She said "Good honey, you've grown, you've matured." "I just didn't know it would be so painful," I responded. I guess that's what it takes to break an evil. A little pain and suffering, but great triumph in the long run.

I have never been changed so much at one time before. Even the preaching of God himself didn't move me as much as your speech did. When I go back home I will be a different person. I will be a better person. I owe that all to you. Thank you so much Mr. McNair.

Eternally Grateful,

*Sojourn Student*

# Sojourn to the Past Teacher Testimonial



**Principal**  
Michael Coyne

**Assistant Principals**  
Cheryl Lana  
Victoria Dye  
Ryan Sebers

400 "B" Street  
South San Francisco  
California 94080  
Tel: (650) 877-8754  
Fax: (650) 871-7943  
E-mail: mcoyne@ssfusd.org

May 27, 2008

Jeff Steinberg  
Sojourn to the Past  
300 Piedmont Ave., Room #222  
San Bruno, CA 94066

Dear Jeff,

This was the eighth year in which South San Francisco High School has participated in the Sojourn to the Past program, during which time we have brought over 165 students on this incredible journey. On behalf of our District, school, and students, I would like to thank you for all of your hard work and dedication. Sojourn has allowed our students to literally walk in the footsteps of the Civil Rights movement and meet the people who put their lives on the line so that everyone would have the right to vote, go to the school of their choice, and live in a world free of prejudice and hate.

Since I met you eight years ago, you are too gracious and too humble to accept the much-deserved recognition and praise for putting together such an incredible program. Therefore, I am writing this letter to acknowledge some, just some, of the many aspects that make Sojourn such an extraordinary experience.

- **The Teacher:** As the principle teacher, you were prepared, motivated, and passionate about the lessons of tolerance, compassion, hope, non-violence, courage, selflessness, and forgiveness. You truly brought this history alive for the students and had them feeling as if they were in the moment through your incredible teaching techniques.
- **The Speakers:** A virtual who's who of the Civil Rights movement. Speakers include: Minnijean Brown Trickey, Congressman John Lewis, Clark Olsen, Rev. Shuttlesworth, Joanne Bland, Jimmy Webb, Simeon Wright, the McNair family, the Dahmer family, Jerry Mitchell, Elizabeth Eckford, and the Rev. Billy Kyles.
- **Sites visited:** Stone Mountain (Atlanta, GA), Dr. King's gravesite (Atlanta, GA), the King Center (Atlanta, GA), Southern Poverty Law Center Civil Rights Museum (Montgomery, AL), Alabama State Capital Building (Montgomery, AL), Civil Rights Memorial (Montgomery, AL), Brown Chapel (Selma, Alabama), Edmund Pettis Bridge: site of Bloody Sunday (Selma, AL), the 16<sup>th</sup> Street Baptist Church (Birmingham, AL), Kelly Ingram Park (Birmingham, AL), National Civil Rights Museum (Birmingham, AL), Medgar Evers' house (Jackson, MS), Dahmer home and gravesite of Vernon Dahmer (Hattiesburg, MS), gravesite of James Cheney (Meridian, MS), Central High School (Little Rock, AR), the Lorraine Motel and National Civil Rights Museum (Memphis, TN).

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# Sojourn to the Past

- Organization: This trip was incredibly well organized. We never waited for anything: hotel rooms, meals, museums, speakers, materials, etc. This includes but was not limited to:
  - Plane reservations for 105 people from SF to Atlanta and then from Memphis to SF.
  - Arrangements for first class buses and incredible and committed drivers for ten days.
  - Three meals a day for 105 people for 10 days.
  - Hotel arrangements and nighttime security for nine nights.
  - Entrance into all museums.
  - Hiring of teachers and staff.
  - Registering 95 students for college credits.
  - Classes, sometimes up to three a day, and several on buses.
  - Music to complement the lesson at almost every stop.

But again, it is your didactic teaching that I would like to express the most appreciation for. Not only were the lessons extremely relevant and important to our students, but you possess an infectious passion for the material. Students pick up on this and it makes them more interested and invested in their own learning. You utilize numerous teaching styles within single lessons. You elicit creative and critical thinking. You create safe learning environments where kids feel free to express their opinions, observations, and analysis's freely. You have extraordinary patience. You are a teacher who is supporting our students' futures through this sojourn to the past.

On behalf of South San Francisco High School and our students, I would like to thank you very much for your inspiring efforts. I look forward to bringing another group again next year.

Sincerely,



Ashley Gray

cc: Mike Coyne, Principal SSFHS  
Barbara Olds, Superintendent SSFUSD

# *Sojourn to the Past*

## Enrollment Form 2009-2010

### Registration Information

First Name:                      Last Name:

Birthdate:   -   -     Gender: M or F Participant: Student or Adult

Participant E-Mail:

School:                      Trip: February 11-20 March 11-20 April 1-10

Parent / Guardian Name(s):

Parent's E-Mail:

Home Address:

City:                      State:   Zip Code:

Home Phone:    -    -    Parent's Cell:    -    -

Parent's Work Place:    -    -    Work Phone:    -    -

### Waivers

In the event of an emergency during the journey, if the parents cannot be reached quickly, the parents hereby give permission to the physician selected by *Sojourn* personnel to secure proper treatment of, hospitalize, and order injection, anesthesia or surgery for their child as named below.

Permission is granted to include photographs and videos taken of the participant in marketing and informational material produced by *Sojourn to the Past*. *Sojourn to the Past* also has rights to reproduce in whole or in part participant writings.

### Payment

The journey fee is \$2,600. This includes all transportation, food, lodging, entrance fees, textbooks, college credit, security and speaker honorariums. PAYMENT MADE AS FOLLOWS: \$500 non-refundable deposit with application. Remaining balance must be paid in full prior to trip departure. All checks made payable to *Sojourn to the Past*. No refund will be given if a participant leaves a journey early or is dismissed for infringement of rules or unacceptable conduct. Please see reverse side for cancellation policy.

Your signature below acknowledges that you have read and agree to the cancellation policy on the back of this form:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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2. If notification of cancellation is given in writing 60 or more days before departure, a full refund of payment, minus the \$500 deposit, will be given.
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6. If your child is sent home for any reason, you, the parent or guardian, are liable for paying both the cost of the flight home and any fellowship funds the student may have received, to *Sojourn to the Past*.
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8. If you have a doctor's note that states you may not attend the trip, please refer to the above cancellation policy regarding refunds, as payments have already been paid to various vendors.

**Please sign and date the Enrollment form to indicate that you have read and agree to abide by the cancellation policy.**



