

# ST. JOSEPH SCHOOL RACE FOR EDUCATION

Friday, April 30, 2010

Instructions for completing sponsor forms:

All students and Race volunteers will receive a free t-shirt to wear on Race Day, but again this year we do not have a separate t-shirt order form.

**Please indicate your child's t-shirt size at the top of the Sponsor form.**

(Circle Youth or Adult, and S M or L)

## DO's:

- Review last year's sponsor list and make corrections to name, address, zip code. (The far right column shows the amount that the sponsor sent LAST year.)
- Add any new sponsors (see tips below)
- If you are adding yourself (or someone who lives with you) as a sponsor, please indicate "home address" on the address line of the sponsor form, and your child will bring home the letters in his/her backpack. This will save postage!
- Edit the Greeting column and fill in any blank spaces. The greeting should be the name your child uses to address the sponsor in conversation. (example: Aunt Mary) Every sponsor needs to have a greeting!
- Review the student's name and grade at the top of the page and correct if needed.
- If you have more than one child, it is all right to include the same sponsor names on each child's address sheet. However, if you do not wish to have each child send a letter to the sponsor, then you may wish to divide your list of sponsor names between your children.
- If you received a blank sponsor form, you may:
  1. neatly hand-write your sponsor information onto the form, or
  2. download another sponsor form from the Race page of the school website, complete it on your computer, then print it, or
  3. just type a new list.(Be sure to include your child's name and grade, t-shirt size, and the greeting for each sponsor.)
- See Sample form on reverse
- Return your Sponsor List by January 26, 2010!

## DON'Ts:

- Don't collect any donations or contact your sponsors directly asking for pledges. Our students will send letters to their sponsors, and the donations are mailed directly to the school.
- Don't miss out on the Ice Cream Sundae Party! Send your forms ASAP!
- Don't hesitate to contact us for help: call Chris at 246-7920 or email [race@sjy.org](mailto:race@sjy.org)

**THANK YOU FOR SUPPORTING OUR WONDERFUL SCHOOL!**

Tips for gathering sponsor names: Potential sponsors may be family members, relatives, close friends, and neighbors. Christmas card lists are a great source for these names. Special emphasis should be placed on out-of-state relatives and friends. Also, the people you do business with are a great source of names, i.e., barber, dentist, doctor, piano teacher, etc. **These names will not be used for any other mailings from our school.**