PLEDGE AND DONATION INSTRUCTION FORM

Get sponsors from Monday, October 3rd through Tuesday, October 11th

This year, the Boosterthon fun run company has made the pledge/donation process easy! The money goes directly to the school for much needed technology and media center items.

**Step 1:** Go to [www.funrun.com](http://www.funrun.com). Enter your access code found on the pledge form. You will be asked for some basic information – child name, parent name, etc. If you cannot enter the information at home, bring your pledge form to school and the Boosterthon team will enter it for you.

**Step 2:** Contact as many people as you can (remember, no strangers) to either donate a flat dollar amount to your fun run effort or pledge a dollar amount per lap run. Write the information about the pledge / donation on your pledge form (the one with the access code). You will need their name, phone number and email address. Remember, you have each day from Monday, October 3rd through Tuesday, October 11th to contact people and enter donations. Prizes are based on total dollars per lap pledged.

**Pledge Example:** If you run 25 laps, a $1 per lap pledge equals a $25 donation to be collected after the run.

**NOTE 1:** The average number of laps run per student is 25-35. The maximum number of laps a student can run is 35.

**NOTE 2:** For prize calculations, a $30 flat donation = $1 per lap. So a $90 flat donation = $3 per lap. Prize levels and prizes can be found online ([www.funrun.com](http://www.funrun.com)) on the right side of the pledge page.

**How to Contact People**

On [www.funrun.com](http://www.funrun.com), there is a suggested script for you to use when you talk to people. You can…

- a) Go to neighbors (with your parents) with your pledge form.
- b) Call friends/family
- c) Email your online friends/family locally or in other states/countries. There is a sample email on the next page.
- d) Send the form to work with your parents/guardians/friends. Remember to ask for matching donations from the business.

**Step 3:** Each night, logon to [www.funrun.com](http://www.funrun.com) using your access code and enter your pledges.

**NOTE:** Prizes will be awarded in class each day after the pledges are entered based on the cumulative total. See [www.funrun.com](http://www.funrun.com) for the prize levels and list.
**Step 4:** Participate in the fun run and see how many laps you can run. The fun run is Wednesday, October 12th. The schedule will be posted as soon as completed. **ALL ARE WELCOME TO CHEER ON THE KIDS.**

**Step 5:** Collect the money. Contact sponsors and tell them how many laps you ran and how much they owe. Also, after the fun run Boosterthon will send an email to your sponsors with the number of laps you ran and how much is owed. Be sure to enter email addresses with the sponsor name and amount. **CHECKS SHOULD BE MADE PAYABLE TO SILVER RIDGE PTO.** People can also pay online with a credit card. See the next page, number 3) for step by step instructions for online payments.

**NOTE:** Credit card payments will have a $2.00 processing fee added to the total.

**ALL PLEDGES AND DONATIONS ARE DUE BY FRIDAY, OCTOBER 21**

Send All Donations to class with your child in the attached envelope on or before 10/21. You can send in money as you receive it or send it all in at once no later than 10/21.

**GRAND PRIZE DRAWING**

In addition to the prizes listed on [www.funrun.com](http://www.funrun.com) there will be a drawing on Wednesday, October 26th on WSRN for the following grand prizes (listed in order of drawing).

- $250 of restaurant.com gift certificate at local restaurants (Ten $25 certificates)

- A COLOR NOOK TABLET with a $25 Barnes and Noble gift certificate to start your collection. Yes, it works just like those snazzy tablets!

Your name will be entered into the drawing if you **COLLECT** $300 or more by the October 21st due date. For every $100 above $300, your name will be entered again.

**Example:** You collect $620 in pledges/donations. Your name will be entered FOUR times.

**Our goal is $40,000!!**
SAMPLE EMAIL TO SEND TO FRIENDS AND FAMILY

Dear ____________(sponsor name);

This year I am running in my school’s FUN RUN to earn money for my school. The money I raise goes to my school to buy us new technology and to make necessary improvements to our media center. There were big budget cuts that deeply affected our school; so the school needs our help more than ever. If you would like to help our school, you can donate a flat dollar amount or a dollar amount for each lap I run. The average number of laps run is 30 and the maximum number of laps I can run is 35. If you give a flat dollar amount, a $30 contribution is equal to $1 per lap. $60 = $2 per lap, etc. for my dollar per lap total.

There are a few ways you can contribute.

1) Respond to this email with the amount per lap you would like to contribute. You will get an email after the run telling you how many laps I ran. You can pay then with credit card or send me a check.

2) You can send me a check now for a flat dollar amount. Make check payable to SILVER RIDGE PTO and mail to my home address at:

_____________________(your name and address)
_____________________
_____________________

3) Or you can pay a flat dollar amount now with a credit card by logging on to my account at www.funrun.com and enter access code ____________. Note: follow these next steps carefully.

Enter the flat dollar amount you want to pledge. Hit Submit and then click Yes to confirm your amount pledged. Click on the RED X in the top right corner. This takes you back to the pledge entry page. Scroll down to where it says, “My (number) pledges” and click here. This will take you to a list of my pledges. Click Pay Online under your name and follow the payment directions.

Thank you for helping our school!! I really appreciate it!

______________________ (your name)