

SAMPLE It's time for the Annual [**Organization Name**]
 [**Year**] Walk-A-Thon!
 [**Day of the week**], [**Date**]

First Name: _____ Last Name: _____

I plan to walk at least _____ laps for [**Organization Name**].

Dear Potential Sponsor,

I hope you will consider helping me this year for an important project! I am participating in the [**Organization Name**] Walk-A-Thon. All proceeds will help fund [**list of activities**]. You can sponsor me for an amount per lap and can name a maximum amount or you can make a direct donation. After the walk-a-thon, [**Organization Name**] will send you information on how many laps I walked and you can mail in your contribution. Make checks payable to [**Organization Name**]. All contributions are tax-deductible. Thank you!

| | Sponsor's Name and Address | Direct Contribution (not per lap) Example: \$20 | Pledge per lap (Example: \$1) | Maximum Pledge Amount | (for office use only) Sponsor Acknowledgment sent |
|----|-----------------------------------|--|--------------------------------------|------------------------------|--|
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Participants: To reach our goal, we hope that each participant finds 10 sponsors or try to raise (insert dollar amount here based on your goals). Please bring this form to your classroom on the walk-a-thon day, [**Day of the week**], [**Date**]

(Sample Parent Information Mailer)
Annual [**Organization Name**] [**Year**] Walk-A-Thon
[**Day of the week**], [**Date**]

***SAMPLE* Fact Sheet for Parents**

Our annual walk-a-thon is a fun and exciting tradition for (insert grades/ages here). The idea is for children to reach their personal goals while raising money for our school. It is important for parents to help students set realistic lap goals based on age and development. A variety of prizes and refreshments will be provided during the event. Each student will receive a token of participation to show our gratitude for their efforts.

Why a walk-a-thon? Fundraising is better when everyone can participate and make a difference. Our goal is to help raise at least \$[**amount**] to fund [**list of activities**]. We hope that each family will participate in the walk-a-thon to the best of your ability. If each family raises \$[**amount**], we will achieve our goal. We're hoping to make this walk-a-thon the best ever, so please participate and promote this event with your family, friends and co-workers! Thank you very much for your participation!

Rules

1. Students may start collecting pledges as soon as they receive the pledge sheets. **Reminder: Pledge sheets need to be turned in on walk-a-thon day, [Day of the week], [Date].** (Or beforehand to their teacher, etc.)
2. Pledges may be made by anyone. Remember, please don't ask [**Organization Name**] staff. **Please ask everyone who pledges if their company has a matching gift fund policy.**
3. **Each sponsor making a pledge should write their own name, pledge per lap, maximum pledge or direct donation amount.** Students may collect the pledge in advance. Please try to turn in pledges at one time to help the fundraising committee.
4. On walk-a-thon day, each class will walk during a specified time period on our field. Each lap is approximately (distance; for example 1/3 mile). Each participant will be issued a "lap tag," which will be punched each time the student reaches the starting point, thereby keeping track of the number of laps completed. (Or you can have parent volunteers counting laps by classroom, etc.)
5. Upon completion of the walk-a-thon, students will hand in their lap tags. A volunteer will record each student's lap total on their pledge sheet and return it. Students may then collect outstanding pledges. **Please return pledge sheets with the money to [Organization Name] by [Day of the week], [Date].**
6. Students may run or jog (this part will be up to your organization – many schools encourage this activity while some may feel it may be dangerous for smaller children.) Participants are encouraged to wear hats and sunscreen if it's sunny or bring rain gear if it's rainy.

We look forward to all our participants having a great time! For questions or concerns, or to volunteer, **call [Coordinator] at [phone number].**