

# 2011 MADELEINE JOG-A-THON

Instructions for the Blue Sheet

Dear Students and Parents,

The 2011 Madeleine Jog-a-thon is happening on Thursday, April 28, and we are ready to begin collecting sponsorships! There are two ways to get sponsors. First, you can use the enclosed white Jog-a-thon Sponsor Sheet to sign up friends, relatives, co-workers and neighbors as pledge sponsors. Second, you can mail the enclosed "Blue Sheet" sponsor forms to your out-of-town friends and relatives. It's that easy!

## Using the Blue Sheet Sponsor Forms

(Parents – please supervise this process – thanks)

- 1) Please address **and** stamp the three envelopes for out-of-town friends or relatives. If you need more, there are additional Blue Sheets available in the school office or you can email us at [jogathon@themadeleine.edu](mailto:jogathon@themadeleine.edu) for an email version. Parents may want to address the envelopes for younger children. Don't forget to add your own return address to the upper left corner of the envelope.
- 2) Have your child(ren) fill out each Blue Sheet by adding the potential sponsor's name after "Dear" at the top of the sheet, then add your child's name, grade and the number of laps s/he ran last year towards the bottom of the sheet. The sponsor fills out the rest of the form, including their pledge amount.
- 3) Enclose each completed Blue Sheet in its stamped and addressed envelope and mail your letters to the potential sponsors as soon as possible since the first letters received back **at the school by mail or email** from your child's out-of-town sponsors make them eligible for prizes (see Jog-a-thon Prize Sheet for details).

## Other Important Information

**Flat Amount Pledges:** We request that flat amount pledges (**\$5.00** minimum please) be returned by sponsors with their Blue Sheet as this saves us the expense of billing sponsors and A LOT of paperwork! Checks can be made payable to The Madeleine School Jog-a-thon.

**Per Lap Pledges:** We request that the per lap pledges be at least **25 cents** minimum (e.g., assuming the average lap run is 25, and the per-lap pledge is 25 cents, the total would equal \$6.25). This minimum amount reduces our bookkeeping and processing costs.

**Check Names Carefully:** To avoid confusion, please make sure that your child's name has been clearly and completely filled out on the Blue Sheet.

**THANK YOU! THANK YOU! THANK YOU!**

Questions? Email us at [jogathon@themadeleine.edu](mailto:jogathon@themadeleine.edu)