

## (SAMPLE PACKET FOR MOVE-A-THON FUND RAISING EVENT)

Foster City School PTA presents...

The 3rd Annual



Wednesday, September 24, 2008

The Move-A-Thon is an all student participation activity during school hours that will be fun, promote good fitness and drive school spirit. There are 4 fitness stations on each playground. Classes are divided into 4 equal groups, which will rotate and use the stations for an age appropriate amount of time. The Move-A-Thon event relies **heavily** on **parent volunteers** to help manage the 4 fitness stations. Please be sure to sign up to volunteer in your classroom on **Back-To-School Night, September 9th**.

**The Move-A-Thon is Foster City School's main fundraiser for the entire school year! All donations are tax-deductible! 100% of the Move-A-Thon proceeds directly benefit our school and fund important programs supported by the PTA, such as (but not limited to):**

- Classroom Support-Supplies
- Cultural Assemblies (3 per school year)
- Physical Improvements to Foster City School
- Literacy programs
- Writers Workshop Teacher Training
- Computer Lab Technology
- Supplement Librarian's Salary and PE Teacher's Salary

Last year in our 2nd Move-A-Thon, thanks to all your generous donations, we raised almost \$70,000. Due to the San Mateo-Foster City District budget falling short, this fundraiser is **CRITICAL** for the PTA to continue its support of our many school programs, some of which are listed above.

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### **The 2008 MOVE-A-THON goal is to raise \$65,000!**

- Our goal can be easily reached if each student raises a minimum of \$100 in tax-deductible donations.
- Check if your company or business has a corporate matching donations program.
- At least \$100 in donations will win a Foster City School Move-a-Thon t-shirt for the child!
- Students can also win raffle prizes and win the highest \$\$ earned medal and prize for their grade!
- Remember! All funds raised by the Move-A-Thon will directly benefit our school and students!

**In this Move-A-Thon packet you'll find:** *(Please review the information with your child)*

1. MOVE-A-THON Instructions
2. Award and Prize descriptions
3. MOVE-A-THON Calendar and Deadlines
4. An Envelope to collect donations

**The Move-A-Thon Envelope must be returned to school with the collected donations by Tuesday, Sept. 23 - the day *BEFORE* the Move-A-Thon!**

For detailed information on the 2008 Move-A-Thon, visit: [www.smfc.k12.ca.us/fostercity](http://www.smfc.k12.ca.us/fostercity)

## **MOVE-A-THON INSTRUCTIONS**

**Sponsors:** Collect as many sponsors as you can. Think of everyone you know, family members (grandparents are often generous sponsors), your friends, your parents' friends and co-workers, and don't forget your friendly neighbors. ABSOLUTELY NO DOOR-TO-DOOR SOLICITATION!

**What to say:** *"I am raising money for my school, I am going to participate in a Move-A-Thon. I will run, play basketball or soccer, do relays and Martial Arts for my school. Will you be my sponsor? I am trying to raise more than \$100 in donations"*

*"100% of the profits of this fundraiser go to our school to fund school programs supported by the Foster City School PTA."* Be polite regardless of the response.

**All donations are tax-deductible! Foster City School PTA is a 501(c)(3) non-profit volunteer organization. Tax ID 23-7056324. Please have checks made out to Foster City School PTA.**

### **When they say "yes!"**

Thank them for their support and collect the money (check or cash) in your envelope and write down the name and telephone of your sponsor and the exact amount of the donation. (Check if any of your sponsors' employers has a matching gift program, this can greatly increase your donation amount, so ask them for a form).

**Before turning in** the money and the sponsor sheet make sure it is correctly filled out, that the permission form is signed, and the amounts are correct.

**The Deadline** for turning in the signed Permission and Sponsor Sheet and Donation Envelope with the collected donations is, **Tuesday, September 23. - the day before the Move-A-Thon.**

### **Corporate Matching Donations**

**Last year, this amounted to almost \$7000 in extra funds and we feel certain we can increase this amount of "free money" this year. Please check at your place of work – many companies have such a program and the corporate matching funds counts towards the child's total donation amount collected!**

If you or someone you are collecting a donation from works for a company that matches donations, please complete their required paperwork (or remind your supporters to complete the paperwork) and include the form for the school to fill out so we may receive a match for your donation. Please also write your child's name and room number on the back of the matching form.

Some of the companies that match donations include:

<b>Alza</b>	<b>Genentech*</b>	<b>Sony</b>
<b>Amgen</b>	<b>Google</b>	<b>The Gap</b>
<b>BofA</b>	<b>Logitech</b>	<b>UBS</b>
<b>Ebay</b>	<b>Oracle**</b>	<b>Washington Mutual</b>
<b>Frankin Funds</b>	<b>PG&amp;E</b>	<b>Wells Fargo</b>

*\*For matching contribution questions regarding Genentech, please see info at:*

<https://www.easymatch.com/Genentech>

*\*\*For matching contribution questions regarding Oracle, please see info at:*

<https://www.easymatch.com/Oracle>

For all other companies, please enquire at their company website.

As a "thank you" for the community spirit they have shown, all of our corporate donors will be given recognition in our upcoming Parent Directory and PTA Newsletter - publications that reach approximately 500 families.

## **MOVE-A-THON CALENDAR**

Tuesday, Sept 9	Back to School Night – Sign ups for Volunteers
Tuesday, Sept 23	Deadline for turning in the signed Permission Sheet and Donation Envelope with the Collected Donations
Wednesday, Sept 24	Move-A-Thon Event
Friday, October 10	Move-A-Thon Award Assembly ( <b>All students and parents of medal winners only to attend</b> )

For more detailed information regarding stations and timings for each grade, please see the website: [www.smfc.k12.ca.us/fostercity](http://www.smfc.k12.ca.us/fostercity)

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## **AWARDS AND PRIZES**

### **Grand Prize**

The 3 students turning in the largest amount of money per each grade level will receive a gift certificate for the FC School book fair (Dec 8-12). The winners will be announced at the Awards Assembly and receive their award and a medal in front of the whole school.

**1<sup>st</sup> place** will receive a medal and \$100 gift certificate for the FC School book fair

**2<sup>nd</sup> place** will receive a medal and \$30 gift certificate for the FC School book fair

**3<sup>rd</sup> place** will receive a medal and \$20 gift certificate for the FC School book fair

### **Raffle**

This year we are introducing raffle prizes. All students who turn in their donation envelope and signed permission slip on time are eligible to participate. Raffle winners will be picked randomly, from all raffle tickets turned in, at the Move-A-Thon Awards Assembly. Students will receive raffle tickets according to the donation amount they collect as follows:

\$50 - \$99.99 5 raffle tickets    \$100 - \$149.99 10 raffle tickets    \$150 or over 15 raffle tickets

The prizes for the raffle are:

**1<sup>st</sup> prize** – A Sports party at the PJCC for up to 20 kids. You may pick themes of Basketball, Field Hockey, Soccer or Flag Football. (Donated by United Studios of Self Defense in Foster City).

**2<sup>nd</sup> prize** – A Mad Science party at your home for up to 14 kids. You may choose your theme such as the Eggbert Party, Fireworks and more. (Donated by Mad Science of the Bay Area)

**3<sup>rd</sup> prize** – A \$50 gift certificate for Sports Authority. (Donated by United Studios of Self Defense)

### **Traveling Trophies**

1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place trophies will be given to the classes that raise the most money in the grades k-1, 2-3, and 4-5 (3 sets)

### **\$100 Goal Contest – Special Move-A-Thon T-shirt**

Students turning in at least \$100 in pledges, on time, will receive a special T-shirt at the award assembly. The shirt is available to \$100 award winners only!

### **Outstanding Class Participation Contest – Pizza Party!**

Classes with outstanding, on time, Move-A-Thon participation – where every child in the class turns in their sponsor sheets and money envelopes by the deadline, September 23rd, will win a pizza party for their whole class.

### **Participation Award**

All students actively participating in the Foster City School Move-A-Thon on the day of the event, September 24<sup>th</sup>, 2008, will receive an award.

**- SAMPLE DONOR LETTER -**

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**Wednesday, September 24, 2008**

Dear Donor,

Thank you so much for considering a donation to the Foster City School Move-A-Thon. This is our largest fundraiser for the year and 100% of the proceeds go to fund programs at our school. With the proceeds collected, we fund many important school programs such as:

- Classroom Support-Supplies
- Cultural Assemblies (3 per school year)
- Physical Improvements to Foster City School
- Art in Action school wide
- Writers Workshop Teacher Training
- Computer Lab Technology
- Supplement Librarian's Salary and PE Teacher's Salary

To show our appreciation for your donation we will have your company listed on a Thank You page in the PTA Parent Directory. This directory will go to the parents of over 650 students. We will also have a Thank You page in the PTA newsletter. We will list donors as follows: Platinum Donors that contribute \$500 or more will have their logo displayed on the Thank You page in the Platinum Level section. Gold Level donors who give \$250 will be listed in the Gold section. Silver Level donors who contribute \$100 will be listed in the Silver section.

We appreciate your support of the Foster City School community and hope you will consider a donation for the Move-A-Thon to help us cover the expenses of the event – such as t-shirts and prizes. The bulk of our funding comes from parent donations but the more expenses we can cover through generous corporate donors, the more parent donations will go directly to school programs. Please contact \_\_\_\_\_

Sincerely,

\_\_\_\_\_