HOW DOES IT WORK?

The process is simple. Students will ask people to be “Sponsors.”

- “Sponsors” are those lovely folks who agree to donate money for your participation as a walker in the Walkathon. They can make a flat donation or choose to donate per lap.

- They may be friends, family, neighbors, and parents’ co-workers or business associates. Please do not go door-to-door.

- Check with Employers for Employee Matching.

- Cash, or checks made out to “Jose Ortega PTA,” can be collected. You are responsible for giving each sponsor a receipt (provided in walk-a-thon packet or available in the office).

- Use our NEW online platform (http://pledgestar.com/joseortega) to collect pledges and skip the manual forms and follow-ups.

HOW DO I FILL OUT THE PLEDGE SHEET?

If you choose to collect pledges through the Pledge Sheets instead of online, this is where you keep track of all the people who have pledged money for you to walk, the amount that was pledged, and if you have collected it or not.

Should you need additional Pledge Sheets, they are available online, or in the school office.

Steps to follow:

Step 1 - When you ask someone to sponsor you, tell them who you are, that you are raising money for your school, and how they can help. You might say,

"Hello my name is __________ and I go to school at Jose Ortega Elementary. I am raising money for my school by participating in a Walk-a-thon on Friday, October 19th at my school. This helps pay for programs that are not funded by the district or state like our science and art programs. Would you like to sponsor me?"
Step 2 - Explain that the sponsorship can be a single donation, or based on per laps walked and their donation is tax-deductible. Cash and checks may be collected. Checks should be made out to “Jose Ortega PTA”.

Step 3 - Have sponsor fill in their name and pledge amount on the Pledge Form. Please offer your sponsors a receipt for tax purposes. We have included a sheet of them for you to separate and use. You are responsible for giving receipts to your sponsors. Additional forms are available in the office. Payments can also be made through PayPal, a link is on our school website under the “Fundraising” tab. If using the PayPal link, be sure to email your receipt to walkathon@joseortega.org with the student’s name and grade.

Step 4 – Feel free to invite your sponsors to come, watch and cheer on the students during the walkathon. We also want to promote an active lifestyle for everyone we know. Most importantly, always, always, always remember to say "Thank you!!"

WHEN DO I TURN IN MY MONEY?

- Students turn in their Pledge Sheet and any money collected on the day of the walk-a-thon, October 19th.
- If your student cannot participate on the day of the Walk-a-thon, please send their money to school earlier.
- For those who need additional sponsor and receipt sheets, extras will be available in the school office.

PARENTS: Please help your student dress appropriately for the weather; we will be walking rain or shine. Please also have walkers bring their own water bottles labeled with their first and last name.

PRIZES:

Individual prizes (and Pie the Principle) will be awarded the following Friday on October 26th at morning Sing-along.

QUESTIONS?????

Email walkathon@joseortegaschool.org

Jose Ortega PTA thanks you for your contributions and participation!