

# INSTRUCTIONS

- 1) This year all names and addresses of potential sponsors will be entered electronically through a secure website. You will receive an e-mail providing a user name and password. Please use these to log onto our website and enter potential sponsors electronically. **These names will not be used for any other mailings from our school.**
- 2) PLEASE COMPLETE EACH AND EVERY BLANK SPACE TO INSURE THAT OUR LABELS AND FORMS WILL PRINT OUT CORRECTLY.
- 3) The labels must be electronically entered no later than **Tuesday, October 11.** We will then be sending letters to the individuals on the list asking them to sponsor your child in this year's **Race for Education.**
- 4) A sample list of potential sponsors is shown on the label sheet below. Potential sponsors may be family members, relatives, close friends, and neighbors. Christmas card lists are a great source for these names. Special emphasis should be placed on out-of-state relatives and friends. Also, the people you do business with are a good source of names (e.g., barber, dentist, doctor, piano teacher). **Don't forget to list your own name.** 😊
- 5) This year after you electronically enter the necessary information for the label, you may select which of your children would like to send a letter to the potential sponsor that you just entered. For example if you would like to send a letter to Grandma and Grandpa from each of your children, you simply check each of your children's names. You do not have to enter Grandma's address 2 or 3 times if you have 2 or 3 children at the school. Each of your children and their classrooms will get credit for this label.
- 6) In order to simplify the **Race for Education**, all mailings will be sent from the school.

Amanda Jones 3rd Grade Teacher: Mrs. Smith	Mr & Mrs <b><u>Parents of Student</u></b> 127 Hearthstone Court Dillsburg, PA 17019	Mr & Mrs <b><u>Grandparents</u></b> 404 Huron Drive Denver, Colorado 80210
Mr & Mrs <b><u>Sibling(s) Father</u></b> 7206 Format Lane Smithtown, NY 11787	Mr & Mrs <b><u>Sibling(s) Mother</u></b> 47 Beach Road Ventura, CA 90703	Mr & Mrs <b><u>Neighbor(s)</u></b> 341 White Water Road Houston, TX 77605
Mr & Mrs <b><u>Friend(s) Family</u></b> 27 Clifford Boulevard Boyertown, PA 17391	Mr & Mrs <b><u>Dad's Co-worker(s)</u></b> RD #1 Fayston, VT 05660	Mr & Mrs <b><u>Mom's Co-worker(s)</u></b> 34 B Rosewood Circle Enola, PA 17011
Mr & Mrs <b><u>College Friend(s)</u></b> 4882 Alster Lane Kingsway, AZ 86402	Mr & Mrs <b><u>High School Friend(s)</u></b> 404 Edgemont Avenue Los Angeles, CA 91402	Mr & Mrs <b><u>Church Friend(s)</u></b> 451 Alma Lane Syracuse, NY 13212
<b><u>Athletic Coach</u></b> 34 B Rosewood Circle Enola, PA 17011	<b><u>Pediatrician</u></b> 110 Victor Drive Clay, NY 13188	<b><u>Hairdresser</u></b> 404 Edgemont Avenue Los Angeles, CA 91402
<b><u>Instrumental Teacher</u></b> 7206 Format Lane Smithtown, NY 11787	<b><u>Scout/Club Leader</u></b> 47 Beach Road Ventura, CA 90703	<b><u>Dentist/Orthodontist</u></b> 1345 Andova Circle Boca Raton, FL 33274

