



Walk-a-Thon Information

Dear SJCS Families,

It's time to get ready for the annual San Jose Christian School Walk-a-Thon organized by the CPTA. This is an ALL-SCHOOL event and the only STUDENT FUNDRAISER of the year. Families will have fun walking, enjoying fellowship with the SJCS community, and participating in event-day activities. This year we celebrate the Walk-a-Thon's fifteenth anniversary. We encourage each family to join and participate as we walk to raise money for our school.

This packet contains all the information and forms you'll want to review:

1. Permission Form: attached to the front of student Sponsor Packet envelope
2. Sponsor Form: attached to the back of student Sponsor Packet envelope
3. Fundraiser Information
4. How the Walk-a-Thon Works
5. Walk-a-Thon FAQs
6. Student T-Shirt Order Form (Blue)
7. Friends & Family T-Shirt Order Form (Green)
8. Booth Sponsorship Form (Yellow)

THE FOLLOWING FORMS IN THIS PACKET NEED TO BE RETURNED BY FRIDAY, SEPTEMBER 14th.

Student T-Shirt Order Form (Blue): Ensures that your student gets a FREE T-shirt in the specified size to be worn at the Walk-a-Thon and throughout the school year.

Friends & Family T-Shirt Order Form (Green): Pre-order shirts for the whole family and join in the spirit of the Walk-a-Thon.

No T-shirt orders will be accepted after September 14. A limited number of shirts will be available for purchase the day of the event for \$20.00.

Feel free to contact me with any questions you may have. We look forward to seeing you at this year's Walk-a-Thon.

Melissa Findley, Walk-a-Thon Chair
Melissa@bodl.com

FUNDRAISER INFORMATION

Why are we having a fundraiser? To support activities and programs that are NOT included in the general budget. To build community and to consolidate student fundraising into ONE event – no candy sales, no cookie dough, no car washes, no gift wrap sales.

How much money are we trying to raise? How much should I donate? The goal for this year's Walk-a-Thon is \$50,000. Based on our goal, we are suggesting a minimum donation amount of \$100.00 per student—the final amount is up to you. Students get support from flat donations. There is no per-lap donation; thus, you will not need to collect money after you walk.

Walk-a-thon fundraising focuses on the following three areas:

Student Activity Fund: Supports Preschool-8th grade in the following areas: classroom activities, music program, playground equipment and special projects. Fund also contributes to the learning center, library, Fine Arts Festival and P.E. equipment. Finally, supports all single day field trips as well as specific back-to-school supplies (i.e. notebooks, headsets).

Multi-Day Field Trip Fund: Subsidizes student costs for 4th Grade Gold Country trip, 5th Grade Mission Springs Outdoor Education trip, 6th Grade Overnight Trip, 7th Grade Spiritual Retreat, and 8th Grade Shakespeare Festival trip.

Christian Parent Teacher Association (CPTA): Supports teachers, (i.e., class supplies, Staff Appreciation Week, Parent Education, Coffee Cart) and school-wide events.

Who organizes and coordinates the event? The event is organized and coordinated by the SJCS Christian Parent Teacher Association. The chairperson this year is Melissa Findley.

DATES TO REMEMBER

September 7	Student Sponsor Envelopes distributed to each classroom
September 14	T-shirt forms due for students
September 21	Optional Booth Sponsorship Forms due with payment
October 2 - 5	Pre-ticket sales Fun with Faculty boxes set up during lunch Each family in the following grades brings items to class: Preschool – 6 pieces of whole fresh fruit (apples, oranges, bananas, peaches) 5th Grade – 12-pack name brand diet soda 6th Grade – 8-pack or similar size of sports drink 7th – 8th Grades – 12-pack of name brand soda
October 4	All T-shirt orders distributed
October 5	JK through 4th Grade : Homemade baked goods (two dozen cookies, bars, etc.) on a disposable plate for the bake sale. NO NUTS PLEASE!
October 6	Walk-a-Thon Day! Registration begins at 8:30 a.m. Walkers bring your Sponsor Envelope (with signed Permission Form), completed Sponsor Sheets, and money.

HOW THE WALK-A-THON WORKS

Before WAT Day

1. Students take home their Sponsor Envelope/Information Packet on September 7. Students have four weeks to obtain sponsors and gather pledges. Parents are encouraged to seek matching funds from family members or employers. Have sponsors fill out the sponsor Form; their cancelled check is their receipt. Make checks payable to SJCS. Return the packet to school on Walk-a-Thon day.

Donations by an individual or company totaling \$250.00 or more will receive a tax donation form from SJCS (we will need the sponsor's full name and address).

2. Parents/Guardians must sign the Permission Form.

3. **Forms to be turned in to teachers no later than September 14th are:**

- Student T-Shirt Order Form (Blue): Every student participating who returns an order form gets a FREE shirt to wear on Walk-a-Thon day. Make sure the correct size is circled on the form. T-shirts will be distributed to students the week of October 2nd.

- Friends & Family T-shirt Order Form (Green): Complete and return with a check made out to SJCS. Prices are \$15.00 per shirt. T-shirts will be distributed to students the week of October 2nd. Remember, a limited number of T-shirts will be sold for \$20.00 on Walk-a-Thon day. Be sure to order early!

To be turned in by September 21st:

- Booth Sponsorship Form (Yellow, optional): For SJCS families and alumni families, this is an opportunity to have your business name printed on a booth banner. Complete and return with a check made out to SJCS for \$150.00.

4. Drink and Baked Goods Donations: All families are asked to donate items for the Walk-a-Thon (see "Dates to Remember" for details for each grade).
5. If a student is unable to attend the Walk-a-Thon, they may still participate by getting donations from sponsors and receiving a T-shirt. The student must turn in their T-shirt Form by September 14th. Sponsor Sheets and checks (payable to SJCS) must be turned in by October 5th. Students are eligible for all awards.

On WAT Day

1. **Registration:** On Saturday, October 6th, all walkers must check in at the Registration Table. Registration opens at 8:30 a.m. The Walk-a-Thon starts at 9:00 a.m. Walkers turn in their sponsor **Envelope (with signed Permission Form)**, completed Sponsor Sheets and checks at the Registration Table. Walkers receive their lap cards at this time. No drop-offs. Students must be accompanied by an adult throughout the entire day.
2. **Walking:** Walkers proceed around the course as many times as they can from 9:00 a.m. to 2:00 p.m. Each time a student completes a lap, a volunteer hole-punches his/her lap card. One hole-punch per lap. Prizes are awarded upon completion of certain laps.
3. When the walker is **finished for the day** or needs to leave, his/her **lap card must be** turned in and **recorded** at the Registration Table.
4. **Remember to be safe!** Safety is important to have a successful day.
 - Wear good socks and walking shoes. Use sunscreen and wear a hat and sunglasses;
 - Stay hydrated and keep cool; stop at least every four laps and drink water;
 - District Policy: for the safety of all the young children on campus, please NO strollers, bicycles, roller blades or Razor-type scooters on campus.
5. Although we love family pets, there are NO PETS allowed on Walk-a-Thon day.
6. SJCS students are welcome to bring **friends and siblings**. For those wanting to participate in the Walk-a-Thon, friends and siblings may purchase a Guest Lap Card for a \$10.00 donation. Guest Lap walkers are eligible for all lap prizes.
7. **Previously Scheduled Sports Activities:** Students who have a prior commitment in a scheduled sports activity during Walk-a-Thon hours are eligible to receive credit for 6 laps. Each student must check in and out at the Registration Table with an adult at which time credit will be noted on the lap card.
8. While you are at the Walk-a-Thon, have fun.
9. **Follow the Rules:** Students must walk the course themselves. No one may carry a participating child or walk for a participating child. If you feel fatigued, REST.

REMEMBER:

- No strollers on the course – babies and toddlers in backpacks are permitted.
- All Walk-a-Thon participants and guests under 16 are to be supervised by an adult.
- Lap cards are not transferable.
- Do not take the lap card off campus. Walkers may come and go from SJCS as often as desired, but the lap card must be returned to the Registration Table each time prior to departure. If the students plan to return later that day, they must pick up their lap cards at the Registration Table before resuming walking.

After WAT Day

The Walk-a-Thon Committee will tally all donations and laps to determine the status of awards. “300 Club” awards will be distributed, and class parties will be scheduled with the teachers.

WALK-A-THON FAQs

What is the financial goal of the Walk-a-Thon? \$50,000.

Is my donation tax deductible? All donations are 100% tax deductible. Please keep your cancelled check as your receipt. Also, some companies will match your donations. Check with your Human Resource Department and you might be able to double the amount you give.

When is the money due? Walkers turn in their Sponsor Envelope with signed Permission Form, Sponsor Sheets, and checks at the Registration Table on Walk-a-Thon day, October 6. If a student is unable to attend the Walk-a-Thon, Sponsor Sheets and checks (made payable to SJCS) must be turned in by October 5, 2018.

What if my child does not raise the suggested minimum donation amount of \$100.00? To help us reach our goal, we are suggesting \$100.00 from each student. The final donation amount is up to you.

We're not going to be there, so why should we participate? Even if you can't be there in person, your donations help support programs and activities for all students of SJCS. To meet our goal, we need all students to help raise funds, even if they cannot be there for the event itself.

Do I have to be there the whole time? No, you and your family can come and go as you please. Be sure to check out at the Registration Table when you leave.

What incentive do people have for sponsoring my child? This is the **only student fundraiser** at SJCS, so family, friends and neighbors are more likely to contribute, not to mention that donations are tax deductible. Perhaps most importantly, participating in a fundraiser like this helps lay the groundwork to become lifelong servants, and stewards.

Where do I park? Use the April Way entrance (off Hamilton) to park on the Elementary Playground. The gate will open at 7:00 a.m. for volunteers.

What if I miss the deadline to turn in my T-shirt Form? A limited number of extra T-shirts will be on sale the day of the Walk-a-Thon for \$20.00.

Can parents walk in the Walk-a-Thon? Yes, it's great exercise. We welcome parents to walk with their children on the course. Back by popular demand, the Walk to Win card is also available for purchase.

How do we obtain a guest lap card? A guest walker lap card will be provided on the morning of October 6 when the registration form is turned in and the \$10.00 donation received. This is a fun event celebrating the school. Feel free to invite friends and family.

What are the class prizes? Class parties are awarded to classes with: the most laps walked, the most money raised and 100% class participation.

What is the 300 Club? Students raising over \$300.00 from sponsors receive their photo in the yearbook and a \$20.00 gift card to Target.