

SPONSOR DRIVE FUNDRAISING INSTRUCTIONS

Students and Parents,

The following suggestions will assist you in achieving your **\$110.00 per student FAIR SHARE**.

GETTING SPONSORS

- Make a list of people you want to contact.
- Ask parent permission to contact out of town relatives. **Do this early** so there is time for the mail delivery of your sponsor checks to qualify for prizes!
- Separate the list into categories, such as (1) **out of state relatives**; (2) **people at work**; (3) **people in the neighborhood**; (4) **local businesses to visit**, etc.
- **Make a plan** as to when to contact the people on your list as you will only see some of them once over the next several days.
- Additional Sponsor Letters/Forms are available in the band room, or you can print blank ones yourself.

COMPLETING THE SPONSOR FORM

- A **SPONSORSHIP FORM with STUDENT'S NAME on it MUST** be turned in with **EACH** donation. PLEASE complete the form and get **all** information about the sponsor that as required on the form. We need complete mailing addresses to thank sponsors. **PLEASE PRINT NEATLY!**
- **Make sure the amount sponsored matches the total payment turned in.**
- Staple or paper clip payment to the sponsor's form! **THIS IS IMPORTANT!**
- **Place completed sponsor form with payment attached in an ENVELOPE**, and *write your student's name and the total amount enclosed* on the outside of the envelope. And please seal the envelope!
- **TURN IN ENVELOPES CONTAINING FORMS AND ENVELOPES TO MRS. MURRAY!**

PAYMENT OPTIONS

- **Due to COVID, the preferred method of payment is credit card via palmbeach.schoolcashionline.com.** Since the Sponsor donation on this site can only be accessed by parents of IMS Band students, it may be more feasible for sponsors to make checks out to parents, who can then pay by credit card via the website. If paying online, please **attach copy of the receipt** to the Sponsor form.
- **Checks are the second best option and are better than cash.** Checks are to be made out to **Independence Middle School**. Print the student's name on the check (on the memo line).
NEW DISTRICT RULE: We cannot accept checks of \$500.00 or more. For sponsors who would like to donate that much, please ask that they write multiple checks of \$499.99 or less, **OR BETTER YET PAY ONLINE!**
- Due to COVID, **please submit cash as your LAST option.** If you must turn in cash, please make sure it is securely attached to sponsor form by AND in a sealed envelope. Please avoid turning in loose change.

Prizes will be given to the THREE students in each class with the TOP DONATION TOTALS!

IMPORTANT DATES

MONDAY, OCTOBER 5: START SPONSOR DRIVE

MONDAY, NOVEMBER 2: DEADLINE FOR PRIZE ELIGIBILITY

SPONSOR DONATIONS ARE ACCEPTED THROUGHOUT THE SCHOOL YEAR, and they will count toward Fair Share, HOWEVER, we will need to end prize eligibility as of 11/2.

Our goal is to raise at least **\$110.00** per child in our program. We really need your help in locating the money to run our extensive program. We are looking for corporate sponsorship to match some of the dollars we are raising. If you have a contact or information that will help us, please notify Mrs. Murray via email at julie.murray@palmbeachschools.org. She will pass this information along to the parents working on this.

THANK YOU FOR YOUR SUPPORT!!

Mrs. Murray