

Columbine Elementary School Annual Walkathon Pledging & Donation Collecting Guidelines

To help us reduce paper waste in the pledging and billing process, please **take advantage of the documents and templates online and conduct much of your students' pledge collection through email**. Donations via online payments (credit card), checks, and cash are accepted. **Payments made to or through the Woodland Park School District Foundation (or WPSD Foundation), a 501(c)(3) non-profit organization, are tax-deductible**. Please note online or in the check's memo section "**Columbine Walkathon-student name**" to ensure donations go to Columbine. Checks written to Columbine are not guaranteed as tax-deductible, but are still welcome.

Pledge Sheets, Online Donation Instructions, and Sponsor Request Form Letters can be found online at www.columbinepto.weebly.com. Hard copies are also available in the Office.

Please read over the following pledging and billing guidelines. Your cooperation will ensure that the Walkathon billing process will run as quickly and efficiently as possible!

- 1. Prior to the day of the Walkathon, each family should gather pledges and/or flat donations for each student participant.** Email, call, visit or mail friends, family, co-workers, or neighbors using the enclosed Sponsor Request Letter, also available online at www.columbinepto.weebly.com. Extra hard copies of the Sponsor Request Letter are also available in the Office.

Below is an estimate of laps walked per age:

Age	An Average Child Can Walk
3	2-4 Laps
4-5	5-9 Laps
6-7	6-12 Laps
8-10	10-20 Laps
11-13	12-25 Laps

Please fill out a pledge sheet for each student. Include as much information on each sponsor as possible (full address, zip code, etc.) and write each name legibly. This will help you track the pledges and donations you can expect to receive following the Walkathon. Please collect flat donations before the Walkathon if possible.

- 2. Sponsors may enter/complete their donations online at www.wpsdfoundation.org. See reverse side of this sheet for Online Donation Instructions, also available at www.columbinepto.weebly.com.**
- 3. Participants are responsible for collecting their pledges.** After the walk, the number of laps each participant completes will be recorded and sent home. Compute the total bill for each donor immediately following the Walkathon. Please send the pledge/donation reminders as soon as possible so donors can make their payments to the "WPSD Foundation" or "Columbine Elementary School", and thank everyone for their pledges!
- 4. Return pledge sheets(s) and pledges/donations in the packet envelope (labeled with student's name, grade and teacher) to the student's teacher or the Columbine Office by Monday, September 30th.**

Questions about the Pledging & Donation Collecting Process?

Please call the PTO/PAWS (Parents Active With School) Walkathon volunteers:

Jenny Gawlowski 687-2053

Andrea Kuhn 351-0571

Amy Wolin 687-8875