

## RIDE-A-THON INSTRUCTIONS

Dear Riders, Parents, & Volunteers,

Once again our major fundraiser of the year is here, and we are hoping for another great event. We have made some changes that are very exciting.

There are a few things we need from you to help us keep everything straight in the office:

- 1) First of all, when you receive pledges, please keep them separate from your 50/50 tickets.
- 2) Each folder has an envelope, and we need you to put your name on the envelope before turning it in to the office. You may turn in money **each week as you go**, and we will return your envelope to you each time you turn it in. You may also bring in your pledges on Saturday, October 17<sup>th</sup>.
- 3) **We need for you to please get the names and addresses for any pledge you get** so that we can send them a receipt and a thank you card. For any pledge under \$50, we ask that you give them a receipt and thank them. If a donor requests a receipt immediately, go ahead and give them one – there are plenty of receipts in the office.
- 4) This year, we would like for you to have a business sponsor you as a rider. That day, your business can come out to cheer you on.
- 5) We are going to have a program once again, and we need advertising sponsors. This information is on your next sheet, **“How You Can Help!!!”**

Now for the fun stuff! We are once again going to award prizes. You do not have to ride in the Ride-A-Thon to be eligible for these. Prizes will be awarded to both the adult rider and the youth rider who bring in the most money in pledges and 50/50 tickets. The adult rider will receive a beautiful ET windbreaker, and the youth rider will win a stuffed animal. The volunteer who brings in the most money in pledges and 50/50 money will receive a lovely ETP windshirt.

We hope that all of this is clear to you. If you have any questions, please do not hesitate to ask. If you would like a picture taken to add to your letter, please let us know and we will make sure that happens. We are so excited about this Ride-A-Thon, and with your energy and enthusiasm, we know that it can be the best one yet.

**Thank You** for your all your help – we do greatly appreciate it!