



**Please read and understand all Walk-a-thon materials.  
Ask questions if there is anything that you do not understand.**

### **WALK-A-THON INSTRUCTIONS**

#### **Step #1: ENLISTING SPONSORS**

- Make a list of people who might sponsor you. Be sure to include such people as: your grandparents; aunts and uncles; family friends; and your Sunday School teacher.
- We DO NOT recommend that our students go door-to-door as this is the least productive way of enlisting sponsors. The exception would be those neighbours who live near and are friends of your family.
- When approaching sponsors, introduce yourself and briefly explain our Walk-a-thon.

#### **Step #2: COLLECTION PROCEDURE**

- Correctly complete all information on the Sponsor Sheet and ensure that the sponsor is aware of the total amount being given.
- **Be sure to record on the sponsor sheet:**
  1. **Full name and address of sponsor (including apartment/unit number, and postal code)**
  2. **Phone number and/or email of sponsor**
- Sponsors who donate \$30.00 or more may request a receipt for income tax purposes (the \$30.00 may be split between more than one student). If a sponsor wishes an income tax receipt, he/she **must**:
  1. Indicate with a checkmark (✓) in the 'Yes' box on the Sponsor Sheet, and
  2. Include full name, address, phone number and/or email**NOTE: A receipt may not be issued if the address given for a sponsor is incomplete.**
- **Sponsors are to make their donation by cheque payable to 'PCA'.**

#### **Step #3: REMITTANCE ENVELOPE**

- This envelope is to be used to return the Sponsor Sheet(s) and cheque(s) to the school. **Please seal the Remittance Envelope and complete the information on front.**
- Parents are asked to keep any cash collected and make a cheque, payable to '**PCA**', for the total amount collected. **Do not submit cash.**
- **In order to credit students accurately for money raised, please submit a separate cheque for each child, if you have two or more children involved.**
- Parents who are sponsoring their own children may include the amount that they are donating in the cheque. Although the cheque may include an amount for cash received, parents will receive a receipt only for the portion which they personally are donating.

**RECEIPTS FOR INCOME TAX PURPOSES WILL BE SENT BY FEB. 28.**