

Memo to Joggers

From: _____

Run For The Arts Coordinator

School

Before the Run

1. CAREFULLY READ the instructions on your Sponsor Sheet. Have all sections filled out before the Run. (Don't forget your parent's signature.)
2. Bring your Sponsor Sheet to school on _____ (date) so we can record your laps during the Run.

Run Date: _____

After the Run

1. Encourage sponsors to make payment by check. Checks should be made payable to Young Audiences or to the Run For The Arts. If sponsors ask, assure them that the pledged money is tax-deductible and have them read the "To the Sponsor" section inside your Sponsor Sheet.
2. Be sure to thank your sponsors for their support of your school's Run For The Arts.
3. All funds and sponsor sheets **MUST** be turned in to the school by _____ (date) in order for you to be eligible for awards.