



Memo to Runners

From: _____, Run for the Arts Coordinator

Re: Run for the Arts

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. Register for online donations at runforthearts.ya-or.org
3. Bring your Sponsor Sheet to school on _____ so we can record your laps during the Run. *(date)*

Run Date: _____

After the Run

Encourage sponsors to make payment online or by check. **Checks should be made payable to Young Audiences or 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.

1. Be sure to thank your sponsors for their support of your school's Run for the Arts.
2. All physical funds and sponsor sheets MUST be turned in to the school by _____ in order for you to be eligible for awards. *(date)*

Have a great run!