

SAMPLE LETTER/EMAIL INSTRUCTIONS: Please feel free to cut/paste this into an email/letter to a person you wish to contact for fundraising.



Hi _____

It's me, _____ & I believe in Christian education!

I am going to run/walk in the **10th Annual Sandy Erickson Race for Christian Education 5K and Kids**


Fun Run on Sunday, November 7, 2021. We are running/walking to raise money for Collegedale Academy's Worthy Student Fund, ALS, my classroom and more. This year we have awarded \$400,000 to 160 students who attend Collegedale Academy. ***Would you like to sponsor me and help change a student's life this next year?***

I am asking for at least a \$10 donation from each person I contact. There are two ways to donate and as always, all donations, provided you give your address, are tax deductible and you will receive a receipt.

1) **CHECK/CASH**

- You can just send the check/cash back to me and I'll make sure the Worthy Student fund gets it.
- ***Please make the check Payable to Collegedale Academy***

2) **ONLINE at our race website (see below instructions)**

- Go to: <http://sandyericksonfunrun.com/>
- Click on Donate
- Then click on this icon: 
- Please type in my name so CA can give me credit for your gift! CA will split the gift equally if more than one student is listed unless otherwise stated. (please input my full name please).
- You will receive a donation confirmation from bloomerang (our donor/alumni software).
- You will receive a gift receipt letter in the mail.

I believe in Christian education and thanks to amazing family & friends like YOU, we can do more to help. I look forward to hearing from you. If you would like to join me in my run/walk, feel free to register at www.sandyericksonfunrun.com.

Love,

Name _____

Grade _____

P.S. PLEASE NOTE THAT **ALL FUNDS** NEED TO BE SUBMITTED BY **NOVEMBER 5, 2021 (midnight)** in order for it to count towards prizes. We will gladly accept donations until the date of the race (but it won't count towards the student's prize).