



Fast Facts

WHAT

Run for Sabin School is a school-wide community fundraising event organized by the Sabin PTA where participants gather pledges from sponsors and run laps around the south field to earn money for the school. Our goal is to raise \$25,000.

WHEN

Start Gathering Pledges: Today!
First Annual *Run for Sabin School*: Friday, Oct 28
Donations Due: Wednesday, Nov 16

WHO

All of the students run at different times throughout the day:

Grades	Run Times
K - 1st	8:50-9:20
2nd - 3rd	9:40-10:10
4th - 5th	10:30-11:00
MYP + Adults	1:00-1:30

WHY

Our desire is to use funds from this event to promote educational excellence and support the success of all students at Sabin School. We propose using the money for reading and math support for this school year. Plus, every participant receives a t-shirt. Awards will be given to the fastest runners in each grade, fastest class and to the class that raised the most money.

HOW

Follow these steps to get your student off and running for the Run for Sabin School:

1. Read through this packet.
2. Fill out the Sponsor Pledge Form in this packet.
3. Go to Sabin.Walkstarter.org and help your student set up a My Walkstarter Page. You can set your student's lap and fundraising goals.
4. Support your child's efforts to ask friends and family for pledges and donations both in person and online.
5. Sign up to volunteer at tinyurl.com/VolunteerRFSS, if possible.
6. Cheer on our students at the run!
7. Help students collect their donations.

Have questions? Contact Sarah Shine - sarah.shine@gmail.com.



Q & A

What is *Run for Sabin School*?

Run for Sabin School is a school-wide community and fundraising event organized by the Sabin PTA with the support of school administrators, teachers, and staff. The event hopes to raise funds to support educational excellence at Sabin K-8 School in Northeast Portland. Our goal is to raise \$25,000 in its inaugural year.

How does the run work?

Sabin students ask friends, family members and neighbors to sponsor them. Sponsors can pledge to donate a flat dollar amount or a dollar amount for every quarter-mile lap the student completes. For all those per-lap pledges, the more the kids run, the more money they raise. Adult family members and teachers are also encouraged to get pledges and lace up for the event. All of the participants run in waves during school hours on Friday, Oct. 28, 2016 and are given 30 minutes to complete as many laps as they can.

When will my child(ren) run?

The run times are staggered throughout the day:

Grades	Run Times
K - 1st	8:50-9:20
2nd - 3rd	9:40-10:10
4th - 5th	10:30-11:00
MYP + Adults	1:00-1:30

How does the fundraising work?

New this year, we are using a website called Walkstarter, an online pledge system which allows participants to request and collect pledges from friends and family who would like to pay online with a credit card. Each participant can visit Sabin.Walkstarter.org and create a webpage setting lap and fundraising goals with a custom avatar to share with potential donors via email or social media. Donors simply click the link and make a pledge in a few easy steps. Parents and kids can monitor progress toward their fundraising goals and easily send thank-you emails from the site. Walkstarter is private and secure, so no one can get to your child's page unless they have your unique URL. As in years past, we will also provide paper forms and accept cash and checks. Every participant must turn in the Sponsor Pledge Form on the day of the event. This is where each student's final lap count is recorded.

Should I use Walkstarter, the Sponsor Pledge Form, or both to collect pledges?

Students can collect donations using the Sponsor Pledge Form, online through Walkstarter, or a combination of the two. If a donor wants to pay with a credit card, they need to make that donation on Walkstarter. If a donor wants to give participants cash or a check, participants need to turn those pledges in with the Sponsor Pledge Form. We suggest using Walkstarter to contact as many friends and family as possible online. Use the Sponsor Pledge Form to record pledges from anyone who isn't online, for whom you don't have an email address, or who replies that they'd like to give you cash or check. Checks should be made out to Sabin PTA. All pledges are tax deductible (Tax ID 93-1037650). As noted, every student must turn in the Sponsor Pledge Form even if all of their pledges are made online.

How are the funds collected?

After the run, students return to their classrooms where a parent volunteer records how many laps each student completed on their Sponsor Pledge Form and on the Classroom Tally List. For sponsors that pledge a per-lap amount online, the final amount pledged is calculated and the balance due is charged to their credit card. For those paying by cash or check, checks should be made out to Sabin PTA. The checks and cash should be placed in the locked PTA/Foundation mailbox on the wall of the school office by Wednesday, November 16.

Didn't this used to be called Run for the Arts?

Sabin School took part in Run for the Arts in the past. This annual event managed by Young Audiences supports arts programming in schools. For the 2016 - 2017 school year, we are organizing the run ourselves - and renaming it *Run for Sabin School* - in order to have more flexibility in how the funds are applied. We still have \$50,931 in our Run for the Arts account from past years' runs that will be used for future arts programming. Ms. Williams is working with teacher to develop a plan for utilizing these funds. If you would like to help teachers access these funds and set up programs for their classes, please contact Deborah Pleva (sabinptapresident@gmail.com).

Where will the money raised this year go?

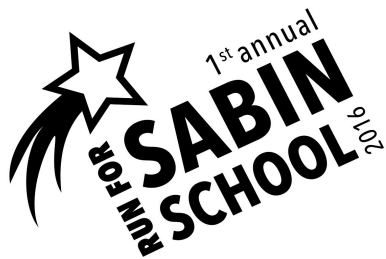
In conversations about how best to utilize the flexibility offered by organizing the fund ourselves, and in light of the large balance in our Run for the Arts accounts, Ms. Williams has proposed allocating funds raised by the *Run for Sabin School* to promote educational excellence and support the success of all students. The first \$10,000 raised could be used to launch a program called Reading Results, which provides reading coaches for students in 1st - 3rd grades. Ms. Williams will share information on this program and other proposed reading and math support as the Sabin PTA still must vote to approve the allocation of these funds.

Are there any incentives? What can students win?

All student runners receive a t-shirt for participating. The male and female runners with the most laps in each grade receive a ribbon. The class that runs the highest average number of laps per student wins The Fastest Class Trophy. Finally, the class that raises the most money receives a pizza party and the Top Fund Runners Trophy.

Who decided to make this change?

Parent volunteers from Black Family Night, Sabin Family Equity Group, Sabin PTA, Sabin School Foundation and Site Council, have regularly met with principal Reiko Williams and assistant principal Melissa Schachner. When this group discussed the level of funds from *Run for the Arts*, Ms. Williams shared the Smarter Balanced test scores and her vision to help close the achievement gap with financial support. The Sabin parent volunteer and administration leaders expressed their desire to support her vision and the Sabin PTA agreed to manage the event so the money raised could be spent on these priorities.



Sponsor Pledge Form

Friday, October 28, 2016

Run for Sabin School is a school-wide community event. Our goal is to raise \$25,000 to support the success of all Sabin students. It is proposed that this year's funds be used for reading and math support in classrooms. Sponsors can make pledges on this form or online at Sabin.Walkstarter.org.

Student Name			
Grade Level	Teacher		
How many laps do think you'll run? Four laps is about one mile.			
I've collected pledges: (Please circle the answer.)	Online on Walkstarter	On this form	Combination of online and on paper

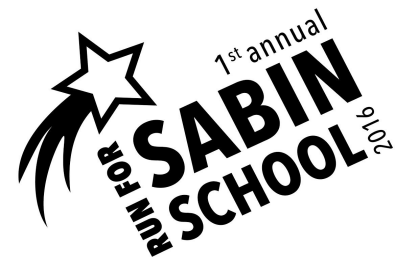
Sponsor Name (Sponsors that pledge online do not need to be recorded here.)	Amount per lap	Flat Amount	Total Amount	Check if paid online
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Checks can be made out to Sabin PTA. Credit card payments can be made at Sabin.Walkstarter.org.

For Office Use

Laps Completed _____

Volunteer Signature _____



Memo to Runners

Before the Run

- Fill out the top of the Sponsor Pledge Form.
- Find sponsors and record pledges using the Sponsor Pledge Form.
- Now, you can also ask friends and family to donate online by setting up an Walkstarter webpage. With your parent or another adult, visit sabin.walkstarter.org and set up a page in minutes. Here's a link to a Q&A about Walkstarter.org: tinyurl.com/RFSSWalkstarter.
- Note: You can get donations on the paper form, on the website, or both! Whatever works best for you and your family and your sponsors.
- Whether you are collecting pledges on paper or online, you must give your completed Sponsor Pledge Form to your teacher by Friday, October 28.

Day of the Run

- Check the weather forecast!
- Dress in comfortable clothes that are good for running outside.
- Wear sturdy running shoes and double knot your laces.
- Bring a full water bottle labeled with your name.
- Have fun!

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K - 1st	8:50-9:20
2nd - 3rd	9:40-10:10
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After the Run

- Be sure the number of laps you've completed is recorded on your Sponsor Pledge Form by a parent volunteer. The Sponsor Pledge Form will be returned to you after the run.
- Then contact your donors who did not originally pledge online and let them know how many laps you completed. They can pay:
 - In cash - Please place the money in a sealed envelope. Write your name and the sponsor's name on the envelope so that donation goes toward your fundraising total.
 - By check - Checks should be made out to Sabin PTA. Please write the name of the student in the memo of the check.
 - By credit card - Go to Sabin.Walkstarter.org to pay by credit card.
- All donations must be turned into the school by Wednesday, November 16. Checks and cash should be placed in the locked PTA/Foundation mailbox on the wall of the school office.