

## FAST 2010 SWIM-A-THON Instructions

These letters should be addressed to those family members, friends, neighbors, and local small businesses who you think might be willing to support our swim club. You can use the [Swim-a-thon sample letter](#) or write your own letters.

You can complete the letters on your own and return them to the Swim-A-Thon Box or you can participate in one of the "[letter writing events](#)" that will be held at EPIC before or after practice. Letters, envelopes and stamps will be provided for all letters by FAST. Swimmers not attending the letter writing events can print off letters from the web site and pick up 2 envelopes per letter from the counter at EPIC.

**IMPORTANT...** all letters **must be turned in** to the Swim-a-Thon Coordinator in the Swim-a-Thon Box to be eligible for the clinic. A minimum of 10 letters per swimmer are due by October 4, 2010. Each letter must have a unique address. Swimmers may not send multiple letters to the same household. (However, a swimmer from the same family may use the same address as a sibling if they feel that the donor may be willing to make multiple donations.)

Use the [pledge tracking sheet](#) to record all of the donations and pledges that you receive. Make sure to send a thank you note/receipt to every donor. You can use the [sample thank you note/receipt](#) or write your own.

Collect all of your donations and pledges no later than **October 29, 2010 by 5:00 p.m.** (3 weeks after the Swim-a-thon has been completed) in order to have them counted towards prizes. Checks should all be made out to FAST. Turn in all of your checks (no cash please) with your pledge sheet in an envelope in the payment slot in the FAST cabinets at EPIC.

### HOW TO FILL OUT THE SPONSOR LETTER

1. Enter the sponsor's name at the top of the letter (e.g., Dear Grandma) Fill out as many letters as you can to relatives, friends, neighbors, and local businesses.
2. Sign your letter below the "thanks" sentence. You might want to add a personal note thanking your sponsor for their support and enthusiasm.
3. Accurately address the **larger envelope** with the **sponsor's name and address**.
4. Fold the letter into thirds (two folds) so it fits in the larger envelope.
5. Write **your own address on the smaller envelope**. This envelope is for your donors to use to send their donations or pledge forms back to you. Place the folded letter and the smaller envelope in the larger envelope and seal it.
6. FAST will provide stamps for your letters at one of the letter writing events or if you put your addressed, sealed letters into the "Swim-a-thon" box on the counter of the FAST area in EPIC.

### ONCE YOU RECEIVE A DONATION OR PLEDGE

1. Once you receive a flat donation amount, immediately **send out a thank you** note/receipt so your sponsor knows how much we appreciate their support. Fill in the sponsor's name, the dollar amount you received and sign your name.
2. Once the Swim-a-thon is complete, let any sponsors who pledged a per lap amount know **how many laps you completed** so they can calculate their donation.
3. Once you receive the per lap pledges, immediately **send out a thank you** note/receipt.
4. You can turn in donations at any time before October 29, 2010 at 5:00 p.m. Donations received after that deadline are welcome, but will not be considered in determining prizes.

**GOOD LUCK SWIMMERS!!!!**