



## DECATUR WALKATHON

### HOW TO COLLECT WALKATHON DONATIONS AND FAMILY SPONSORSHIPS

There are ***THREE WAYS TO GIVE*** to the 2019 Decatur WALKATHON:

1. Donating on the Main Decatur WALKATHON Fundraising Page

- Go to: [Decatur's Crowdrise Page](#)
- Click "Donate" and select "Illinois Congress of Parents Teachers" as the Team Member
- Enter the Donation Amount
- Under "Show this name in the donation scroll," indicate the student(s) who you are supporting so that they get credit toward their classroom fundraising goal.
- You may also enter a comment (i.e., "We are proud of you John").
- All donors will receive a tax receipt from PayPal Charitable Giving Fund via email.

2. Creating and Donating on an Individual Student WALKATHON Fundraising Page

- Go to: [Decatur's Crowdrise Page](#)
- Click "Join the Team & Create Your Own Fundraiser"

- Sign up using an existing CrowdRise account, Facebook or create a CrowdRise account.
- If you already set up a CrowdRise account last year, you may “Edit Your Profile” to update your student’s homeroom number.
- To create a new CrowdRise account:
  - Enter the Student’s Name that you would like to appear on the fundraising website, along with their room number (i.e., “John Smith Room 100”).
  - Enter the email address you where would like to receive notifications (we recommend a parent/guardian email)
  - Create a password and then click “Sign Up”
- You will be prompted to “Join the Team”
- You can set up your student’s fundraising page by entering a profile picture (note, the file extension for pictures needs to be in lowercase “jpg”)
- Once you set up your student’s fundraising page, you can share the link with family and friends via Facebook, Twitter or by clicking the orange “Share” button and copying the Campaign Link to email to others
- When your sponsors click on your student’s link, they will be directed to your student’s page, and when they click “Donate Now,” it will state “You’re Sponsoring: [Student Name]”
- Alternatively, sponsors can go to the main Decatur WALKATHON page [Decatur’s Crowdrise Page](#) and find your student’s name under “The Team”
- Once you set up an account, the “Report Center” will display everyone who donated to your student’s team. By clicking “Export Report,” you can see the donation details, including the donor email address if your student would like to send thank you notes.
- All donors will receive a tax receipt from PayPal Charitable Giving Fund via email.

### **3. Donating by Sending a Check or Cash to School**

- To avoid paying CrowdRise's processing fees, you may send a donation check or cash directly to school.
- Please make all checks payable to "Decatur PTA" and indicate the Student's Name and Room Number in the memo line.
- Send checks or cash to the front office labeled "ATTN: Elin Beard, PTA Mailbox" with your student name and room number.

#### **Family Sponsorships (Due by 10/3/19)**

- All donations of **\$150 or more** qualify as a Family Sponsorship.
- Family sponsorships will be listed on the WALKATHON T-Shirt as follows:

"The Family of [Student Name]"

- If your Family Sponsorship is for more than one student or you do not want your family name on the t-shirt, please email [decaturwalkathon7030@gmail.com](mailto:decaturwalkathon7030@gmail.com).
- *Family Sponsorships must be received by October 3 at 5:00 pm to be included on the t-shirt.*

Please obtain all donations by November 8, 2019 to be eligible for classroom prizes.

Questions? Email [decaturwalkathon7030@gmail.com](mailto:decaturwalkathon7030@gmail.com)

**THANKS FOR YOUR SUPPORT!!!**