

# RACE FOR EDUCATION

## ENVELOPE INSTRUCTIONS

- 1) We are giving each student 5 envelopes, which needs to be returned with the names of people who are potential sponsors. Additional envelopes are available from the school. **These names will not be used for any other mailing from our school.**
- 2) PLEASE PRINT NEATLY IN BLACK PEN directly on the envelope: the name, address and zip code of each prospective sponsor.
- 3) The envelopes must be returned to the school no later than **Monday, March 20**. We will then be sending letters to the individuals on the list asking them to sponsor your child in this year's Race for Education.
- 4) Potential sponsors may be family members, relatives, close friends, and neighbors. Christmas card lists are a great source for these names. Special emphasis should be placed on out-of-state relatives and friends. Also, the people you do business with are a good source of names (e.g. barber, dentist, doctor, piano teacher). If a couple is living "under the same roof," you must list them both on **one envelope** (Mr. & Mrs. John Doe), not two. **Don't forget to list your own name.**
- 5) It is alright for children in a family to include the same sponsor names on their envelopes. For example, three children from the same family can list their grandparents, aunts, uncles, etc. on their own individual envelopes.
- 6) Please have your child sign each Race letter, fold them and place them in the envelopes. Return all 5 addressed and stuffed envelopes back to school in the large envelope provided with your child's name.

We will stamp them in school.

\*Please be sure to note what your child refers to family and friends; if applicable, so that the letter can be addressed appropriately. Example

Mr & Mrs Grandparent 456 Road Road City, State Zip <b>Granny &amp; PopPop</b>
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- 7) In order to simplify the **Race for Education**, all mailings will be sent from the school.