

## **Editable sponsorship form for an ‘a-thon’**

### **To design and distribute your club/school/group’s sponsorship form:**

- Edit details in the next page:
  - Enter club, school or group name
  - Event name and description
  - Enter event date, location, start time
  - Enter the date to return sponsorship money and to whom.

Note: participants enter their own details.
- Two to four weeks before the event print and distribute copies to as many people as you think may participate.
- Emphasise that if a person is not available on the day that they can still get sponsorships by circling “I’m unavailable on the day, please sponsor the event on my behalf”
- Remind people at group gatherings and in your newsletter (if you have one). Send email reminders 3 or 4 days before the event. Tell people where they can get extra sponsorship forms.
- Before and at the event emphasise the due date for the return of forms and money (most will have them on the day). Keep a list of those with outstanding sponsorships and follow them up if needed.
- When funds are collected complete the [remittance form](#) (or [www.iitime.org](http://www.iitime.org) you can download it from the top of the donation page) and deposit funds. Send the individual sponsorship forms to Its Time Foundation (see remittance form). All forms must to be returned so sponsors can receive receipts. Note: your group does not issue receipts.

Please note that both individual contributors and the group will receive a certificate of appreciation indicating details of the actual school where the money is spent (after project completion). Certificates are sent by email.

Good luck and have fun.

