



## 2014 SWIM-A-THON® Sponsor Letter INSTRUCTION SHEET

These letters should be addressed to those family members, friends, neighbors, and local small businesses that will support your Swim Club. The donations should be sent directly to YOU so you can track your pledges. Turn in donations in an envelope with your swimmer's name and swim group on it to the FLEET office during the Swim-a-Thon period.

### HOW TO FILL OUT THE SPONSOR LETTER:

1. Download and copy the Sponsor form letter from the FLEET website. If you attend the LWP on January 25<sup>th</sup>, we will provide the letters, envelopes and stamps for you.
- 2) Enter the sponsor's name at the top of the letter (i.e. Dear Grandma)
3. Complete all the letters you plan to send to relatives, friends, neighbors, and local businesses.
4. Don't forget to sign your letter with a "Thank You" ! You might also want to add a personal note thanking your sponsor in advance for their support and enthusiasm and any other personal comments!!
5. Fully address a legal sized envelope with the Sponsor's Name and Address, with your name and address as the return. (If you have return address labels @ home, bring those with you and just put it on the envelope in the upper left hand corner.
6. With a second, smaller envelope, complete with your name, address, and a stamp for an easy return!!! Again, if you have those return address labels, don't forget to bring them and just place the label in the middle of the small envelope.
- 7) Place the smaller envelope along with your sponsor letter inside the larger envelope and mail ASAP! Or if your attending the LWP, just turn them in to the check out desk. And if you submitted **15+** letters, don't forget to collect your prize there as well.

As you receive your donations back in the mail, please place them in an envelope including your name, group you are in & the amount of money/checks that you are enclosing. Place the envelope in the Swim-a-Thon (SAT) black box that will be in the front office at the FLEET Aquatic Center. You can also bring the contributions to the Swim-a-Thon on April 12<sup>th</sup>, 2014. THANK YOU!