



Volunteer Opportunities

Our success is greatly dependent on our volunteers. We believe strongly each person has a special gift and that gift is unique to them. We are looking for people who feel the tug at their heart to help because this tug is your special calling.

Here are the opportunities we currently need help with:

1. **Sponsor Letter Counters** – Counters are responsible for counting and recording each letter a student returns. They flag students who have completed 10 letters so they can receive their t-shirt. Time requirement is one to four days a week from September 8 to October 6 for 2-3 hours. Volunteers will need to work from at the school.
2. **Mail Prep** – This person is responsible for assembling the “Ready-to-Mail” letters and preparing them for mail. The task includes folding the Sponsor letter with the return-to-sender envelope and adding a stamp. Time requirement is one to four days a week from September 8 to October 6 for 2-3 hours. The Mail Prep volunteer can work in the volunteer office or from home.
3. **Lap Counters** – Lap Counters are responsible for counting laps the day of the Fun Run. Each heat needs 1 volunteer per 4 kids. PK needs to have 1 volunteer per 2 kids. See Schedule for class and run times. Each heat is approximately 15 minutes. Volunteers will need to be at the gym for a specified time on October 6.
4. **Lap Entry** – They are responsible for entering the number of laps each student ran into the database. They are needed the day of the Fun Run on October 6. Lap Counters will give them their lap tally sheets to enter into the database. Need two volunteers to work a morning shift, an afternoon shift and one for the next day to enter the last laps.
5. **Set-up** – The volunteers meet at 3 pm on October 5, the day before the Fun Run. They assist with setting up the tables for the lap counters and decorations.
6. **Take-down** – The volunteers are needed immediately after Fun Run is completed, approximately 2:30 pm. They assist with any take-down needs.
7. **MC** – This volunteer moderates the event and keeps the momentum high. They are provided a general outline of the event activities.
8. **DJ** – These volunteers help coordinate and play music during the Fun Run.

If you are interested in volunteering, please contact the Volunteer Coordinator at volunteer@stmarysspokane.org or 509.924.4300 ext. 206.

Thank you for your support and generosity!

Dear _____,

We are excited to announce our **Annual Fun Run!** Our students will run as many laps as their legs can carry them on **October 6th** at the St. Mary's Catholic School Gymnasium. We hope you are able to pledge your support and help the children see the fruits of their labor.



A personal message for you:

My goal is:

laps

Sincerely, _____ Grade: _____

1. Two ways to pledge your support

All money donated to the St. Mary's Fun Run is designated for STUDENT EDUCATION ONLY.

Option 1: One Time Pledge (Check One) \$10 \$25 \$50 \$75 \$100 Other _____

Option 2: Pledge Per Lap (Check One) \$.25 \$.50 \$.75 \$1 \$2 Other _____

* PLEDGE PER LAP WILL NOT EXCEED CHILD'S GOAL DEFINED ABOVE.

Please divide my pledge among the following students:

2. How to submit your pledge

Option 1: Enclosed is my one time pledge. Include this form and your check in the enclosed envelope. Mail to: St. Mary's Catholic School Fun Run, 14601 E. 4th Avenue, Spokane, WA 99216. Make checks payable to: *St. Mary's Catholic School.*

Amount Paid: \$ _____ Full Name _____

Check # _____ Street Address _____

Cash _____ City/State/Zip _____

Email _____

Option 2: Bill me after the Fun Run is completed. Please complete the name and address portion above. Mail the completed form using the enclosed envelope.

Option 3: I will email my pledge. To email your pledge, send an email to *development@stmarysspokane.org* and include the sponsor's name, address, student's name being pledged and pledge amount.

Thank you for your support and generosity! ♥

FOR SCHOOL AND STUDENT USE ONLY

Student Check One: Pledge Complete Mail to Sponsor

Student ID Number: _____

Sponsor ID