



Work-A-Thon 2017 Family Packet

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299 Ridge Avenue, Pittsburgh, PA 15221
412-242-8886 / www.TrinityChristian.net
Contact: Bruce Epps
Email: BEpps@TrinityChristian.net

Every spring for 21 years, Trinity Christian School has held the Work-A-Thon. It is an opportunity for every student to get involved. Students not only raise funds for their school, but they also go to work out in the community on the first Thursday in May. This allows them to share their love for their school, and for their Pittsburgh neighbors!

What is the Work-A-Thon? And when is it held?

It is a two part event:

- Fundraiser – Students and families are encouraged to contact friends, family, and neighbors and ask them to sponsor them in the Work-A-Thon. The goal is to raise \$25,000 in financial support for our school. **We need EVERY student and EVERY family to participate in fundraising.** Fundraising is done March 23rd through April 21st.
- Helping the Community – On the first Thursday in May, Trinity students, faculty, and parents volunteer their time and effort to assist non-profits, individuals, and communities throughout the region. Serving opportunities include sorting clothing and food at several pantries, spring cleaning and yard work at local churches and community centers, and entertaining/interacting with seniors in assisted living centers.

How can my student raise sponsorships?

Everyone has personal relationships. It's as simple as having your students ask these people to sponsor them. The worst that can happen is the individual says "no". It's ok, just keep asking! Encourage your student to be a good representative for Trinity – dress well, speak clearly, and be honest. Your student can ask friends and family members to sponsor them, and businesses that you frequent (doctor, dentist, restaurant, etc.) Since this is a school-wide effort, students should not solicit Trinity staff and families. While students can canvas a neighborhood asking for sponsorships, ensure they stay safe! Parental supervision and/or traveling in groups are essential. While this can be an effective way to solicit sponsorships, asking people you personally know typically will garner better results. Please see sections #6, #7, and #8 for ideas on what students can say and more specific instructions on how to ask via email, regular mail, and in person.

Questions Donors May Ask:

1. How much is a sponsorship? Every amount is appreciated, but a sponsorship of \$25 or more would be greatly appreciated. Students can let sponsors know that they can earn a casual day and prizes based on the amount of money they raise.
2. How do I make a donation? Donors can donate online, via mail, or in person. Parents and students should see sections #6, #7, and #8 for more detailed information.
3. Is my donation tax deductible and can I get a tax receipt? All donations are tax deductible. Donors can print a receipt with an online donation. For donations mailed in or made in person, a year end receipt will be mailed for \$100 or more – or the donor can request a donation for any amount given.
4. I don't have any money now. Can I send in a donation to the school? Encourage the donor to make an online donation (www.TrinityChristian.net) or give them the form to mail in a donation – see section #6.

Who can I contact if I have questions or want to volunteer?

Chair: Bruce Epps, School Office 412-242-8886, BEpps@TrinityChristian.net

Overseer of volunteers and chaperones: Melody Agate, melodyagate@gmail.com





#2 Benefits of the Work-A-Thon

Planning is well underway for this annual event (our 21st year!) and we need the help of **EVERY STUDENT AND EVERY FAMILY**. This event is one of two main fundraising campaigns for the school year – the other event is the Annual Fund. The Board and Administration need **YOUR** help to raise funds for Trinity.

Benefits to our City

Every year on the first Thursday in May, our students, faculty and parent volunteers go out into our city to make a difference. They volunteer at food pantries, elderly residential centers, community centers, churches, and other community and non-profit locations to work hard and bless these organizations. Many of these organizations depend on our student work day to make significant improvements to their programs and facilities.

Benefits to our Students

Students benefit by learning to give of themselves. This is a fantastic way for students to learn how to love their neighbor, as commanded by Christ. Students not only help an individual or an organization by working on the day of the event, but this is also their chance to help their school. The work-a-thon helps instill in the students the importance of knowing they can make an impact in their school, their neighborhood, their city, and their world.

It is one of the beautiful compensations of life, that no man can sincerely help another without helping himself. – Ralph Waldo Emerson

Benefits to Trinity Christian School

Of course, the Work-A-Thon is Trinity's opportunity to raise \$25,000 for our programs. This money allows Trinity to continue improving our academic focus, and grow the music, art and drama programs. It allows Trinity to continue improving our physical education and sports emphasis, as well. But, perhaps the largest benefit to Trinity is that our students are learning how to give of themselves, and this leads to a loving and Christ-like environment. Everyone who is part of the Trinity community benefits from this love!

Special thanks to these ladies for their help getting this event up and running:
Melody Agate, Jen Beck, Suzanna Gribble, Erik Patsko, and Jill Sullivan.



<i>March 2017</i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
19	20	21	22	23 Kick Off!	24	25
26 Fundraise this week – EMAIL!	27	28	29	30	31	

<i>April 2017</i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 Fundraise this week – Ask friends at church!	3	4	5	6	7	8
2 Fundraise this week – Ask family & church!	10	11	12 Last Day to Send out Emails to Sponsors	13	14	15 Last weekend to raise funds
16 Last weekend to raise funds	17 Final Turn In for Sponsor \$\$\$\$	18	19	20 Priority Site Sign-Ups for MS/HS	21 FINAL DAY for donations to be turned to count for Incentives	22
23 30	24	25	26	27	28	29

<i>May 2017</i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 WORK DAY!	5 Comfort Day (if earned)	6



Student Incentives	
\$50 or more per Student	Hershey's Candy Bar
\$75 or more per student	Comfort Day on Friday, May 5 th
\$100 or more per student	Entry into drawing – Get another entry for each \$100 raised. 2 Drawings! One for Elementary Students and one for Middle School/High School Students. Prize: \$50 gift card to SCRIP vendors.
\$100 or more per student – Middle School & High School	Allows you to sign up for the site of your choice on the Work Day. All other students will be assigned to sites.

Class Incentives
<p>The Elementary class that raises the most money will get a doughnut breakfast!</p> <p>The Middle School/High School class that raises the most money will also get a doughnut breakfast!</p> <p>Teachers of the Winning Classes: Get a \$25 gift card to Barnes & Noble.</p>

Email Incentive for Families	
For every 25 sponsorship requests that you send out via email:	One entry into a drawing for \$200 gift card to SCRIP vendor. Email requests must be sent out by April 12 th and must cc: workathon@trinitychristian.net .

Details

- Sponsorship money can be turned in any time before the April 21st deadline to count toward incentives.
- Email requests for sponsorship must be sent out by April 12th to allow time for the donations to be received by the deadline of April 17th.
- Donations will still be accepted after April 21st, but **will not** be considered for incentive purposes.
- If you need additional copies of the letter/sponsor requests to mail out, you can pick them up from the school office or print the pages from the Trinity website.





#5
How can Parents
Help?

We need help from LOTS of parents to make this event successful! Please consider being a chaperone for the day, or even part of the day. It's a fun and rewarding experience.

Work-A-Thon Day: Thursday, May 4, 2017

- I can chaperone for the entire school day.
- I can chaperone for a part of the school day. Time available: _____
- I can drive students to/from work sites. Number of seatbelts available to students:

Parent Name: _____ (please print)

Cell Phone: _____

Email: _____

How else can parents help?

1. Please pray for the Work-A-Thon:
 - a. Pray for the safety of students, faculty and chaperones throughout the day of the event, and good weather!
 - b. Pray that the city of Pittsburgh and the participating organizations would be blessed and encouraged by Trinity's outreach.
 - c. Pray that students, faculty and chaperones would be blessed by this event, and feel the impact of helping others.
 - d. Pray that every student will participate in the fundraising portion of this event and understand the importance of helping their school community. Pray that God would prepare the hearts of those our students approach for sponsorship.
 - e. Pray for the organizers of the event – that they would be blessed with wisdom and efficiency.
 - f. Pray that God will bless this event and help Trinity reach its goal of raising \$25,000.
2. Help your student raise sponsorships – they may need help filling out forms, and they will need to be encouraged to ask friends, family and neighbors to sponsor them.
3. Student Permission Slip – This paperwork was part of the 2016-17 enrollment packet. If you did not correctly complete the form, the office will be in touch. Please correct the paperwork and return it ASAP to the school office. Also, notify the office if there has been any change to medical information, etc. since the 2016-17 enrollment.





#6
Email Sponsor
Requests

Your students can email friends and family to request sponsorship for their Work-A-Thon efforts. Below is sample wording your students can use:

Dear _____,

My school, Trinity Christian School, is holding a Work-A-Thon on May 4th. I will be going out into the Pittsburgh community on this day and volunteering my time and hard work to help others. Trinity students work at community centers, food pantries, churches, homeless shelters, and other places to make a difference and love our neighbors. Would you please sponsor me? Your sponsorship will not only help my school, but it will encourage community involvement. Can you make a donation in my name today?

Student's Name

P.S. Please be sure to mention my name when you make a donation. I can win some great prizes based on the amount of money I raise for my school!

Make an online donation: Go to www.TrinityChristian.net, and then click on the "Support Trinity" button.

Mail a donation to: Trinity Christian School, 299 Ridge Avenue,
Pittsburgh, PA 15221

Don't forget about the email incentive!

Email Incentive for Families

For every 25 sponsorship requests that you send out via email:

One entry into a drawing for \$200 gift card to SCRIP vendor.

Email requests must be sent out by April 12th and **MUST** cc: workathon@trinitychristian.net in order to receive credit.



Students can ask friends at church or family members. Students can also canvas their neighborhood for sponsorships – however, please ensure SAFETY by providing adult supervision, having your student travel in a group, not enter homes, etc. When asking people in person, it may be easier to use the list below for tracking sponsorships received.

Sample dialogue:

My name is _____ and my school, Trinity Christian School, is holding a Work-A-Thon on May 4th. I will be going out into the Pittsburgh community on this day to volunteer at community centers, food pantries, churches, homeless shelters, and other places to make a difference and *“Be the Light Among the Hills”*. Would you please sponsor me? Your sponsorship will not only help my school, but it will encourage community involvement. Can you make a donation in my name today?

Student's Name:					
Sponsor's Name	Sponsor's Address	Sponsor's Email	Amount Donated	Receipt Needed?	Payment
					<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
					<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
					<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
					<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
					<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
					<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
					<input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash

Reminders:

1. **Be sure to get the donation at the time of the “ask”.** Students must turn in the \$\$\$ with this form to count toward incentives.
2. All donations must be received by April 21st to count toward incentives.





#8
Mail Sponsor
Requests

Use the attached form to mail sponsor requests to friends and family.

Don't forget about the incentives!

All donations must be received by April 21st to count toward incentives. Of course, we will still gladly accept any donations made after this event.

IF YOU NEED MORE FORMS TO MAIL, YOU CAN PICK THEM UP IN THE SCHOOL OFFICE OR PRINT THEM OUT FROM THE "WORK-A-THON PACKET" ON THE TRINITY WEBSITE.





Date: _____

Dear _____,

My school, Trinity Christian School, is holding a Work-A-Thon on May 4th. I will be going out into the Pittsburgh community on this day and volunteering my time and hard work to help others. Trinity students work at community centers, food pantries, churches, homeless shelters, and other places to make a difference and love our neighbors. Would you please sponsor me? Your sponsorship will not only help my school, but it will encourage community involvement. Can you make a donation in my name today?

Student's Name

P.S. Please be sure to return this form with your donation, or mention my name. I can win a casual day and prizes based on the amount of money I raise for my school.

TO SPONSOR A STUDENT AND MAKE A DONATION:

Choose your payment option:

1. Donate online at www.TrinityChristian.net, and then click on the "Support Trinity" button. You can make a secure payment with a credit or debit card or a PayPal account. Please type in the name of the student you are sponsoring in the box that will appear after putting in your donation amount. You will have the opportunity to print a receipt. All donations are tax deductible.
2. Complete this form and return it with your donation to Trinity Christian School.

Yes, I want to support _____ (Student's Name)

Enclosed is my donation of \$ _____. (Please make checks payable to Trinity or TCS. Donations are tax deductible. Trinity will provide a year-end receipt for donations over \$100. For donations under this amount, please indicate if you would like a receipt emailed to you: Please email a receipt for this donation.

Donor name: _____ Email: _____

Address: _____

City/ST/Zip: _____

Thank you!



Use this flap to mail documents to Trinity.

TRINITY CHRISTIAN SCHOOL
299 RIDGE AVENUE
PITTSBURGH, PA 15221

Place
Stamp
Here

Return Name and Address:

Fold in thirds.

Fold in thirds.

Return Name and Address:

Place
Stamp
Here

TO:

Use this flap to mail a request to an individual.