

DANCE FOR A CAUSE INSTRUCTIONS AND PLEDGE FORM

Thank you for participating in Dance for a Cause to benefit O.U.R.! Here are instructions and your pledge form to collect donations:

- 1. HOW DO YOU FIND SUPPORTERS?** Supporters are the wonderful people who will make a donation for your participation in Dance for a Cause to support O.U.R. Take some time and make a list of all the people you could ask to sponsor you: family, fans, neighbors, friends, co-workers and family friends.
- 2. HOW DO YOU ASK FOR PLEDGES?** You can ask people to sponsor you lots of ways...ask them in person or call them on the phone. Send them an email with the website where they can donate in your name. Or send them the Facebook invite. You can find these resources online at <http://www.danceforacause.com>.
 - Tell people about the O.U.R. (see attached mission statement) and how we will use their donation. See if they will pledge at least \$1 per hour or \$10 total, or \$2/hour for \$20 total.
 - What if people want to pledge more? That's fine! We appreciate donations of all sizes.
 - Even if someone says no, please thank them for taking the time to listen to you. And, of course, thank them if they make a donation!
 - Remind people that their donation is completely tax deductible and O.U.R. will email them a receipt if required.
- 3. WHERE DO THE PROCEEDS GO? South Shore Living Magazine is Sponsoring this event. 100% of Funds raised will be donated to O.U.R.** O.U.R. is a not for profit, 501(c)(3) organization. Our mission: (see attached)
- 4. HOW DO YOU COLLECT YOUR DONATIONS?** When your supporter says "yes" they will donate! 1) Ask them to fill out the information on your pledge form or fill it out for them. 2) Find out how they would like to pay (cash, check, or online with a credit card). *Donations must be collected prior to the Dance for a Cause event, or at the event!*
 - CASH—Place it in a collection envelope, make sure the pledge is entered on the form, so you know who gave it to you.
 - CHECK—They can make the check payable to O.U.R or Operation Underground Railroad. Then, it goes in the collection envelope, along with their information on the pledge sheet.
 - ONLINE WITH CREDIT CARD—Write down their pledge, and direct them to visit website: <https://my.ourrescue.org/fundraisers/free-our-children> . Under dedication have them write your name so you get credit.
- 5. WHAT IS YOUR FUNDRAISING GOAL?** Minimum to dance is \$75.00 per person, a Couple minimum is \$125.00 Those who raise the most money wins prizes! Those who complete 10 hours of dancing will receive a prize.
- 6. WHEN DO I TURN IN MY DONATIONS?** All donations must be turned in at the start of the Dance- A-Thon on February 23, 2020 at 9:00 am. Your friends and fans can add donations during the Dance for a Cause event, and these will be added to your total!
- 7. WHAT HAPPENS AT THE DANCE FOR A CAUSE?**
 - You've collected all of your donations from your supporters. Now, you turn your donations and pledge sheet to a event staff member. It is VERY IMPORTANT that your completed pledge sheet is included with your checks and cash, so we know who to thank for the donations. **YOU CAN STILL COLLECT DONATIONS IN YOUR TIP JAR** (that will be provided) AT THE EVENT!
 - Now, for the fun part. It's time to dance! The Dance for a Cause runs from 10:00 AM – 8:00 PM.
- 8. CAN MY FRIENDS AND FAMILY COME TO THE DANCE FOR A CAUSE TO SUPPORT ME?** Absolutely. It just costs \$15 to get in to watch and dance with you, and they can make donations in your name there too.

