

LABEL SHEET INSTRUCTIONS

1. We are giving each student a sheet of labels, which needs to be returned with the names and addresses of people who are potential sponsors. Additional label sheets are available in the office. ***These names will not be used for any other mailings from our school.***
2. Your child's name, grade and teacher are to be printed on the first label in the top left-hand corner only.
3. PLEASE PRINT NEATLY IN BLACK PEN directly on the label: the name, complete address with zip code, of each prospective sponsor. IMPORTANT: Make sure that all the information fits on one label. If you would like to email a typed list to be printed on to labels, please send them to: Jennadrum625@gmail.com. Please include your child's name and teacher in the email.
4. The labels must be returned to the school no later than **Friday, April 10th**. Home and School will then be sending letters to the individuals on the list asking them to sponsor your child in our **Race for Education**.
5. Potential sponsors may be family members, relatives, close friends, and neighbors. Special emphasis should be placed on out-of-state relatives and friends. Also, the people you do business with are a good source of names, i.e barber, dentist, doctor, piano teacher, etc.
6. Please note that if a couple is living "under the same roof," you must list them both on **one label** (i.e. Mr. and Mrs. John Doe) ***not*** two labels. ***Don't forget to list your own name.***
7. It is okay for children in a family to include the same sponsors' names on their label sheets. For example, three children from the same family can list their grandparents, aunts, uncles, etc., on their individual label sheet.
8. In order to simplify the Race for Education, **all mailings will be sent from the school**. All you need to do is send in your child's completed labels.

**THANK YOU FOR HELPING TO MAKE OUR
RACE FOR EDUCATION A HUGE SUCCESS!**