



MONTCLAIR ELEMENTARY SCHOOL OTTER WALK

Saturday, October 21st, 2017

STUDENT _____ TEACHER _____

PARENT/GUARDIAN _____

There are two ways to receive pledges!

1) Online Pledge Form OR 2) Write-in Pledge Form (on the back)



Online Pledge Form (<http://otterwalk.dojiggy.com>)

Each student has his or her very own fundraising page. Friends and family can make secure online pledges and students can easily track their pledges.



HERE'S HOW TO SET UP YOUR PAGE

STEP 1 - Get Started	STEP 2 - Customize your page	STEP 3 - Spread the word
<p>Go to http://otterwalk.dojiggy.com click on "log in" on the top right with your given username and password.</p> <p>username and password = The first four letters of the student's first name + first four letters of the student's last name, followed by the student's grade number (Note: TK will use "TK" for grade and Kindergarten will use "K"). Please don't use any commas or punctuation.</p> <p>examples: Joshua Smithson (Grade 3) username: joshsmi3 password: JoshSmit3</p> <p>Isabelle Ruebner (Kindergarten) username: isabrueb3 password: IsabRuebK</p> <ul style="list-style-type: none"> • Passwords ARE case sensitive (see above- "TK" and "K" are capitalized in the password) • You can change your password 	<p>Once you are logged in, click your name in the right corner and click on "My Account."</p> <ol style="list-style-type: none"> 1. Go to "My Page" 2. Select "Settings"- Add your walk goal and distance 3. Select "Statement"- Parents, encourage your child to personalize their statement 4. Select "Pictures and Videos" - Add a fun photo. 5. Select "Thank you Message" - Parents, encourage your child to write a thank you message that will be sent to all donors. 	<p>Email your webpage to friends and family to sponsor you. Work with your parent or guardian to post to social media sites as well.</p> <p>Donors can either pay immediately online (SUGGESTED and WAY EASIER) or record a pledge to pay you in the future online or with cash or a check.</p> <p>GO OTTERS!</p>

AFTER THE OTTER WALK – RECORD & COLLECT YOUR PLEDGES

Navigate to the Participant Control Panel and find the Donation Report (My Page - Donations) which will list all donations logged by your supporters. Ensure the Grand Total amount is what you expect – this amount will be used to determine your prize level. If you have additional cash or checks, click on the "Enter personal donations" link at the top to enter them into your system. Once all are recorded, select "Print" and include the printout in your collections envelope along with all cash and checks (please write one check to accommodate for all cash). Students need to turn in ALL of their sponsor money, via Dojiggy and checks to receive their due prize. Submit the envelope to the central collection box in the office by Tuesday, November 7th.

* Please make out all checks to Montclair School PTA

** If you do not have access to the internet, please use the write-in pledge form and include it in your collections envelope along with all checks (preferred over cash). Submit the envelope to the central collection box in the office by Tuesday, November 7th.

2

Otter Walk Write-in Pledge Form (or you can use the online signup)

My school is having a walk-a-thon. The money we raise pays for library, integrated arts, garden, and other enrichment programs. Please consider sponsoring me with a pledge per kilometer or a flat donation.

Sponsor's Name (Email or Phone #)	Flat Donation (\$ Amount)	Pledge per KM (\$ per KM)	Total Donation	Amount Paid	Received
<i>Example: Grandma Rosie</i>		\$5	\$125	\$125	<input checked="" 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 <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

Pledge online at <http://otterwalk.dojiggy.com/>

Additional forms are online (including a "for your sponsors' tax records" form) and in the office.

MAKE CHECKS PAYABLE TO "MONTCLAIR SCHOOL PTA"
Montclair Elementary PTA 501(c)(3) Tax ID #94-6183886.