



# MONTCLAIR ELEMENTARY SCHOOL OTTER WALK

Saturday, October 19th, 2019

STUDENT \_\_\_\_\_ TEACHER \_\_\_\_\_

PARENT/GUARDIAN \_\_\_\_\_

There are two ways to accept pledges:

1) Online pledges (preferred) OR 2) Write-in pledges (form on reverse) 

**1**

## Online Pledge Form: <https://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. Follow the steps below to set up your own page.

STEP 1: Log In	STEP 2: Customize Your Page	STEP 3: Spread the Word
<p>1. Go to <a href="http://otterwalk.dojiggy.com">http://otterwalk.dojiggy.com</a></p> <p>2. Click on "log in" on the top right</p> <p>Your username and password are 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><i>examples:</i>            Joshua Smithson (Grade 3)            username: joshsmi3            password: JoshSmit3</p> <p>Isabelle Ruebner (Kindergarten)            username: isabrueb            password: IsabRuebK</p> <ul style="list-style-type: none"> <li>• Passwords ARE case sensitive (see above- "TK" and "K" are capitalized in the password)</li> <li>• Once logged in, please change your password</li> </ul>	<p>Once you're logged in, click your name in the right corner and click on "My Account."</p> <ol style="list-style-type: none"> <li>1. Go to "My Page"</li> <li>2. Select "Settings" Add your walk goal and distance</li> <li>3. Select "Statement" Personalize your statement!</li> <li>4. Select "Pictures and Videos" Add a fun photo</li> <li>5. Select "Thank you Message" Write a thank you message that will be sent to all donors</li> </ol>	<p>Email your personalized web page 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) or record a pledge to pay you in the future, either online or with cash or a check.</p> <p style="text-align: center;"><b>GO OTTERS!</b> <b>#otterlove</b></p>

### AFTER THE OTTER WALK – RECORD & COLLECT YOUR PLEDGES

ONLY REQUIRED IF YOU WILL HAVE CHECKS/CASH: 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 8th.

\* 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 6th.

# 2

## Otter Walk Write-in Pledge Form *(online pledges are preferred)*

My school, Montclair Elementary, is having its annual walk-a-thon. The money raised helps pay for our librarians, music instruction, art curriculum, gardening classes, and other enrichment programs. Please consider sponsoring me with a pledge per lap walked or a flat donation.

Sponsor's Name (Email or Phone #)	Flat Donation (\$ Amount)	Pledge per lap (\$ per lap)	Total Donation	Amount Paid	Received
<i>Example: Grandma Rosie</i>		\$5	\$125	\$125	<input type="checkbox"/> cash <input type="checkbox"/> check
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Pledge online at <http://otterwalk.dojiggy.com/>

**MAKE CHECKS PAYABLE TO "MONTCLAIR SCHOOL PTA"**

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