

## SPONSOR LETTER INSTRUCTIONS 2026:

- 1) Each student will receive Sponsor Letters, and envelopes which need to be returned to school by Thursday, March 26, 2026. The letters must be signed, sealed, legibly addressed, and, if possible, stamped, (**MUST BE ADDRESSED LEGIBLY AND STAMPED IN ORDER TO BE ELIGIBLE FOR PRIZES**). Additional Sponsor Letters and envelopes are available from the school office. (**All prizes and awards will be based on letters returned ON or BEFORE March 26<sup>th</sup>, 2026 ONLY-per the prize sheet**)
- 2) Parents are encouraged to take the time to sit with their children to help them fill in the **salutation** and their **name** and **homeroom** on every Sponsor Letter that they are sending out. (**as highlighted below**)

Race For Education

Friday, April 23, 2010  
St. Ursula School  
8900 Harford Road  
Baltimore, MD 21234  
(410)665-3533

Dear \_\_\_\_\_

Thank you very much, \_\_\_\_\_  
Homeroom \_\_\_\_\_

St. Ursula stands tall as one of the strongest elementary schools in the Archdiocese of Baltimore. On Friday - April 23, 2010, St. Ursula School will be holding our annual Race For Education to raise funds in order to continue providing a quality education and affordable tuition for our children. Our students are proud of St. Ursula and are looking for your support. In these tough economic times, every dollar counts! Please fill in the form below if you can help our school.

**ALL GIFTS ARE TAX DEDUCTIBLE**  
Please note that your cancelled check will be the record of your contribution to St. Ursula School. Thank you.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

I am enclosing a flat donation of: \_\_\_\_\_ Other Amount \_\_\_\_\_  
\$5.00 \_\_\_\_\_ \$10.00 \_\_\_\_\_ \$15.00 \_\_\_\_\_ \$20.00 \_\_\_\_\_ \$25.00 \_\_\_\_\_

Please make your check payable to: **St. Ursula School**. Use the enclosed envelope to send your contribution along with this entire form. If you are lucky enough to know several students in our school, you may write one check and return it with all of the forms together.

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

As a school built upon the generous support of others,  
our children learn the tradition of philanthropy that begins with you!  
THANK YOU in advance for your generous support of St. Ursula!

- 3) Fold each Sponsor Letter and place it, along with the small return envelope, into one of the large envelopes and seal the large envelope. Complete the address on the outside envelope.

### Suggested to USE TYPED ADDRESS LABELS or NEATLY PRINT:

- Full name of sponsor
- Address
- City, State, and Zip Code

### 4) Legible legitimate addresses with stamps are required to be eligible for all prizes.

**Please DO NOT let the children address the envelopes as illegible addresses are undeliverable and returned which is an extra expense!**

### HELPFUL HINTS:

- Potential sponsors may be family members, relatives, close friends, and neighbors. Also, the people you do business with are good resources, i.e., local barbers, coaches, dentists, doctors, piano teachers, and mechanic.
- To simplify the Race for Education, **all mailings will be sent from the school**. Please make sure that your completed letters/envelopes are returned **ON or BEFORE, Thursday, March 26, 2026, deadline for prize and award consideration**. After the Race, all Sponsor Letters returned with donations will be returned to you so that you may thank your sponsors.