



## Instructions: Providing Potential Sponsor Information

Parents, thank you for your support of Archangel Gabriel School's annual Knight-A-Thon fundraiser!

### Fundraiser Overview:

Knight-A-Thon is an annual fundraiser that solicits monetary donations to "sponsor" students and teachers in a dance-a-thon:

- Students and teachers have the option to provide names of family members and friends, and complete mailers that solicit donations from these potential sponsors – 70% of donations received count toward family fundraising goal.
- Incentive activities are awarded to students based on the number of potential sponsor names they provide regardless of the donations received.
- All students, regardless of potential sponsor names provided, participate in the dance-a-thon.

| <b>Deadline</b>       | <b>Fundraiser Activity</b>  |
|-----------------------|---|
| <b>March 10, 2021</b> | <b>PARENTS: deadline to provide names of potential sponsors (family members and friends) in Goal Tracker, see instructions on pages 2-6.</b>                        |
| March 19, 2021        | Students sign donation request letters to potential sponsors in school.   |
| March 22, 2021        | Donation request letters are mailed to potential sponsors.  |
| April 9, 2021         | Incentive #1 – Pajama day and take-home treat for each student who provides least 10 potential sponsor names/addresses.   |
| April 15, 2021        | Monetary donations due from potential sponsors.   |
| April 23, 2021        | Incentive #2 – Ice cream truck visit for each student who provides at least 20 potential sponsor names/addresses (Bruster coupon for virtual students).             |
| May 27, 2021          | Dance-a-thon – all students participate regardless of potential sponsor names provided. Knight-A-Thon trophy awarded to classroom with the highest donation amount. |

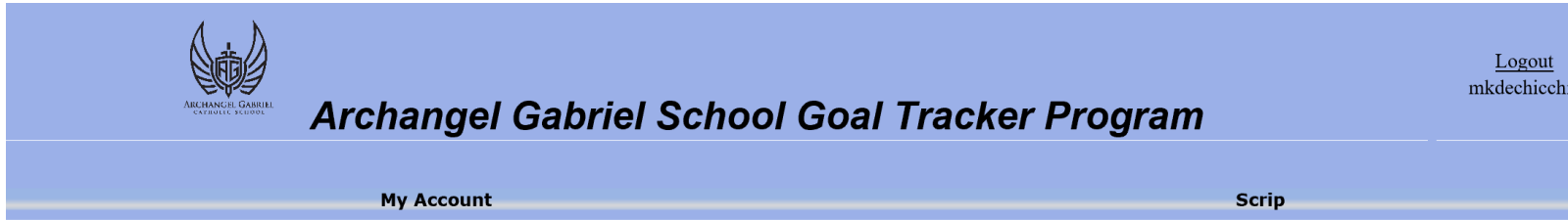
*New this year* – to make participation easier, parents can provide and update potential sponsor information directly in Goal Tracker instead of providing information via hard copy. Please follow the instructions below to provide and update potential sponsor information online via Goal Tracker. If you wish to provide potential sponsor information via hard copy instead of via Goal Tracker, please contact Kristy DeChicchis or Katrina Loncar to request a form.

**The deadline to provide and update potential sponsor information is March 10, 2021.**

Please direct Knight-A-Thon information questions to Kristy DeChicchis: [klz3179@yahoo.com](mailto:klz3179@yahoo.com), 412-508-8954; or Katrina Loncar: [loncarke@gmail.com](mailto:loncarke@gmail.com), 412-400-5944.

**Instructions to Enter/Update Potential Sponsor Information in Goal Tracker:**

- Log into Goal Tracker: <https://www.agsgoaltracker.com/>  
Please direct Goal Tracker login questions to Susan Kalich: [skalich@archangelgabrielpqh.org](mailto:skalich@archangelgabrielpqh.org)
- Select Knight-A-Thon tab:



Archangel Gabriel School Goal Tracker Program

Logout  
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**Fundraising Fees**

School Year: 2020-2021 *← Ensure 2020-2021 School Year is displayed*

*You have not met the volunteer hours required. You are short by 40 hours.*

*You have not met the Fundraising Fees requirement. You are short by: \$196.09*

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Show Sponsors For: [Mia DeChicchis](#)

Families that will receive a donation letter: 6    Total Donations: \$10.00

| Grade  | Sponsor                 | Send Letter | Donation | Nickname               | Sponsor Name            | Sponsor Address | Sponsor Address1 | Sponsor City |
|--------|-------------------------|-------------|----------|------------------------|-------------------------|-----------------|------------------|--------------|
| Second | Mr. & Mrs. Adam Zapotok | No          | \$0.00   | Deana & Adam           | Mr. & Mrs. Adam Zapotok |                 |                  | Pittsburgh   |
| Second | Mr. & Mrs. Bill Cline   | Yes         | \$10.00  | Grandma & Pap Bill     | Mr. & Mrs. Bill Cline   |                 |                  |              |
| Second | Mr. & Mrs. Bill Hrach   | Yes         | \$0.00   | Aunt Gina & Uncle Bill | Mr. & Mrs. Bill Hrach   |                 |                  |              |

**Families who have previously participated in Knight-A-Thon/Tigerthon:**

- Potential sponsor info from previous years is displayed.

**Families new to Knight-A-Thon:**

- Potential sponsor list is empty.

3. Add and/or edit potential sponsor names and addresses:



## Archangel Gabriel School Goal Tracker Program

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### Fundraising Fees

School Year:

**You have not met the volunteer hours required. You are short by 40 hours.**  
**You have not met the Fundraising Fees requirement. You are short by: \$196.09**

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Total Sponsors: 22 Total sponsors that will receive a donation letter: 6 Total Donations: \$10.00

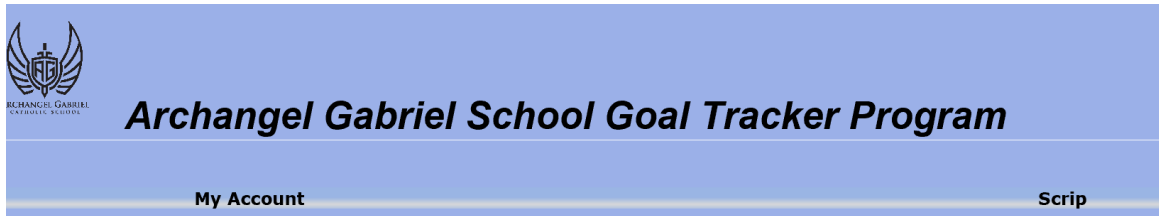
| Student        | Homeroom | Grade  | Sponsor                 | Send Letter | Donation | Nickname               | Sponsor Name           | Sponsor Address |
|----------------|----------|--------|-------------------------|-------------|----------|------------------------|------------------------|-----------------|
| Mia DeChicchis | 2-B      | Second | Mr. & Mrs. Adam Zapotok | No          | \$0.00   | Deana & Adam           | Mr. & Mrs. Adam Zapoto |                 |
| Mia DeChicchis | 2-B      | Second | Mr. & Mrs. Bill Cline   | Yes         | \$10.00  | Grandma & Pap Bill     | Mr. & Mrs. Bill Cline  |                 |
| Mia DeChicchis | 2-B      | Second | Mr. & Mrs. Bill Hrach   | Yes         | \$0.00   | Aunt Gina & Uncle Bill | Mr. & Mrs. Bill Hrach  |                 |

Show Sponsors For:

**Select child (for families with multiple students)**

**Add/delete/edit potential sponsor information**

Add a potential sponsor:



**Check Send Donation Letter**

- Optional: **Don't Send Donation Letter** is provided to enter and retain the potential sponsor info in Goal Tracker for use in future Knight-A-Thon fundraiser years, allowing families to rotate which sponsors received donation request letters.
- Potential sponsors will only receive donation request letters if **Send Donation Letter** is checked.

**Provide info in all required fields**

**Add Sponsor**

- Saves potential sponsor info.

**Clear All**

- Clears all entered info for this potential sponsor.

**Use sponsor for more than one sibling**

- Select to duplicate potential sponsor info for multiple students within a family. Duplicate potential sponsors within a family will count towards each child's individual potential sponsor count goal but will only receive one letter from the youngest child within the family.

**Finished**

- Returns to main Knight-A-Thon potential sponsor list.

Sponsor's Contact information

Credited Student: Mia DeChicchis

Send Donation Letter     Don't Send Donation Letter    One must be checked

Sponsor's Prefix

Sponsor's First Name  \*Required

Sponsor's Middle Initial

Sponsor's Last Name  \*Required

Sponsor's Suffix

Sponsor's Nickname  Example Aunt Jen or Papa

Sponsor's Address  \*Required

Sponsor's Address 2

Sponsor's City  \*Required

Sponsor's State  \*Required

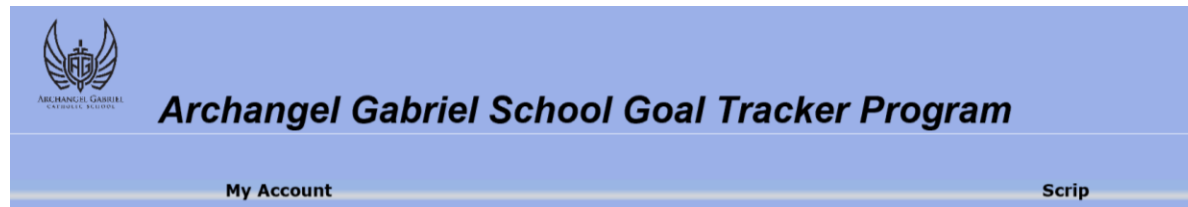
Sponsor's Zip  \*Required

Sponsor's Email 1

Sponsor's Email 2

[Add Sponsor](#)    [Clear All](#)    [Use Sponsor for more than one sibling](#)    [Finished](#)

Edit a potential sponsor's info:



**Edit Sponsors**

Send Donation Letter     Don't Send Donation Letter

Sponsor's Prefix

Sponsor's First Name  \*Required

Sponsor's Middle Initial

Sponsor's Last Name  \*Required

Sponsor's Suffix

Sponsor's Nickname  Example /

Sponsor's Address  \*Required

Sponsor's Address 2

Sponsor's City  \*Required

Sponsor's State  \*Required

Sponsor's Zip  \*Required

Sponsor's Email 1

Sponsor's Email 2

[Update the sponsor for Mia DeChicchis](#)   
 [Update the sponsor for other siblings](#)   
 [Add the sponsor to other siblings](#)

**Finished**

**Select potential sponsor to edit**

- Ensure correct student within the family is selected.
- Select an existing potential sponsor from the drop-down list. Their info will display and can then be edited.

**Update the sponsor for X student**

- Saves potential sponsor info.

**Update the sponsor for other siblings**

- Select to duplicate potential sponsor info **edits** for multiple students within a family. **These edits will not automatically update for other students without clicking this option.**

**Add the sponsor to other siblings**

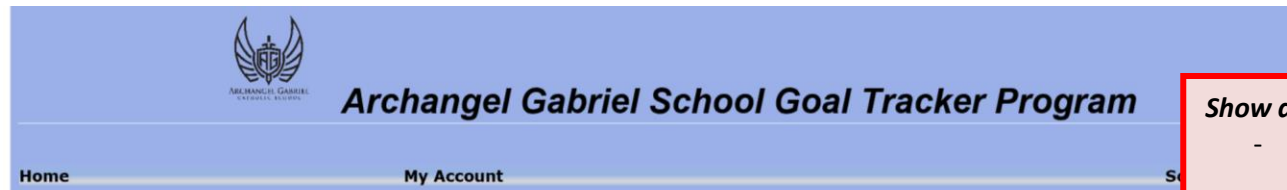
- Select to duplicate potential sponsor info edits for multiple students within a family if it does not already exist for the other students within the family.

**Finished**

- Returns to main Knight-A-Thon potential sponsor list.

4. Review list of potential sponsors and their info for accuracy:

- Hard copy mailer letters will be generated with this mailing info for students to sign.
- Incentive will be awarded to students with at least 10 potential sponsors, with a goal of 20 potential sponsors (refer to page 1 for more details).



**Fundraising Fees**

School Year:

You have not met the volunteer hours required. You are short by 40 hours.

You have not met the Fundraising Fees requirement. You are short by: \$196.09

Totals | Volunteer Hours | **Volunteer Hours Details** | Volunteer Hours 9wk Report | Fundraising Fees | Fundraising Fees Details | Market Day | Pools | Raffles | Scrip | Knight-A-Thon

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Show Sponsors For:

**Total Sponsors: 22**   **Total sponsors that will receive a donation letter: 1**   **Total Donations: \$10.00**

| Student        | Homeroom | Grade  | Sponsor               | Send Letter | Donation | Nickname                    | Sponsor Name          | Sponsor Address |
|----------------|----------|--------|-----------------------|-------------|----------|-----------------------------|-----------------------|-----------------|
| Mia DeChicchis | 2-B      | Second | Mr. & Mrs. Bill Cline | Yes         | \$10.00  | Grandma & Pap Bill          | Mr. & Mrs. Bill Cline |                 |
| Mia DeChicchis | 2-B      | Second | Mr. & Mrs. Bill Hrach | Yes         | \$0.00   | Aunt Gina & Uncle Bill      | Mr. & Mrs. Bill Hrach |                 |
| Mia DeChicchis | 2-B      | Second | Mr. Stephen Cline     | Yes         | \$0.00   | Uncle Stephen & Aunt Lauren | Mr. Stephen Cline     |                 |
| Mia DeChicchis | 2-B      | Second | Mr. TEST TES          | Yes         | \$0.00   | TEST                        | Mr. TEST TES          |                 |
| Mia DeChicchis | 2-B      | Second | Ms. Jean Blutowski    | Yes         | \$0.00   | Jeanie                      | Ms. Jean Blutowski    |                 |
| Mia DeChicchis | 2-B      | Second | TEST TEST             | Yes         | \$0.00   | TEST TEST                   | TEST TEST             |                 |

**Show all sponsors**

- Ensure all desired potential sponsors and related info are entered accurately.
- Ensure **Send Letter** says **Yes**: only potential sponsors who are designated to receive a donation request letter are counted toward incentive activities.
- **Total Sponsors** displays a total of all entered potential sponsors that will and will not receive a letter.

**Show sponsors that will receive a letter**

- When selected, this view will display only potential sponsors who have been designated to receive a donation request letter.
- **Total sponsors that will receive a donation letter** displays a total of all potential sponsors who are designated to receive a donation request letter.

**Show donations**

- Once donation request letters have been mailed, families will be able to view any donations received in this column.
- **Total Donations** displays a total of all donations received for the student.