



TRACKING DONATIONS

START HERE

- All donations using **GIVEBUTTER** will be tracked automatically!
- For cash & checks:
 - Record all cash and check donations on the sponsor donation form.
 - Verify and initial each donation, ensuring that the total checks and cash match the amounts listed on the sponsor donation sheet.
 - Donor addresses are required to be included on the sponsor donation form.
 - Sponsor donation forms and all donations must be turned in no later than **Monday, November 4, 2024**.

FUNDRAISE: NOW THROUGH NOVEMBER 6, 2024

Every HBA family fundraises until November 6 (cash and checks must be turned in with the sponsor form by Monday, November 4), striving to raise \$400 each. That can be broken down easily to 16 donations of \$25, or 40 donations of only \$10.

SERVE: THURSDAY, NOVEMBER 7 2024

Students, staff, and parent volunteers gather at HBA for a day of service. We are dedicated to serving our community and neighbors. We will finish with an exciting assembly in the gymnasium!

THANK YOU NOTES

Personal thank-you's make a big difference! After our Servathon event on November 7, take some time to personally thank each donor and share the impact of this year's community service efforts. Expressing your gratitude and updating them on the positive changes their contributions have made will encourage them to support us again next year. A heartfelt thank-you not only shows appreciation but also strengthens our community bonds and inspires continued generosity.

At the conclusion of the campaign, our Servathon coordinator will email each family a list of their donor's addresses.

Please reach out with any questions to casey.arabia@harvestbaptist.info.



SERVATHON FUNDRAISING HELPS

SHARE YOUR LINK

- Be sure to send your GiveButter link to all of your family and friends via text, email, and by posting it to social media! This is the simplest way to reach as many people as possible. Donations through GiveButter are tracked automatically, so it is a win-win!
- Sample message:
Hi _____,
I am writing to ask if you would be willing to donate to our Servathon fundraiser. The students of Harvest Baptist Academy will be setting aside Thursday, November 7 to complete service projects in our community. You can learn more about our event by clicking on the link below!

MAKE A CALL

- A personal call can go a long way! Practice smiling and saying something like:
“Hello! My name is _____, and I go to Harvest Baptist Academy. My school is raising money by doing service projects to show that HBA students care and can make a difference! I want to support my school so that more kids can get a great education. May I tell you about my service project? Would you like to sponsor me with a (\$25) donation?”
- Be friendly! People hear a smile in your voice, and see one on your face on a video call!
- Say “thank you” even if the answer is “no.”
- If someone you speak to on the phone or a video call wants to sponsor you, offer to send them the link to your GiveButter fundraising page. If they mail a check to the school, provide them the address and ask them to ***please note “Serveathon” and your student’s first and last name on the check. (Harvest Baptist Academy ATT: Servathon, 224 Harvest Lane, Natrona Heights, PA 15065)***
- It is very important that donations of checks and cash be tracked using the sponsorship form if possible. ***Don’t forget to enter the donor’s mailing address for tax receipt & thank you purposes.***

SET A GOAL

- As a school, we are aiming to fundraise a record \$70,000 this year! That means that each family would ideally bring in \$400. This can be broken down by asking 16 friends and family to donate \$25, or 20 donations of \$20!

ASK YOUR EMPLOYER

- Many companies have matching programs that help their employees give more. Some employers also donate to nonprofits when their employees volunteer.