

## Trinity Trot Electronic Sponsor Address Spreadsheet Instructions

1. Please complete the attached spreadsheet with the names and addresses of people who are **potential** sponsors for your child. **Please be assured that these names will not be used for any other mailings from our school.**
2. Potential sponsors may be family members, close friends, neighbors, co-workers, etc. Christmas card lists are a great source of names. Also, people with whom you do business (barber, dentist, piano teacher, etc.) may also be sponsors. You do not need to ask them in advance if they are willing to be sponsors.
3. Please include all information requested on the spreadsheet. Enter your child's name and grade. Also, enter the title, first name, last name, address, city, state, and zip of the potential sponsor. Lastly, enter if this person is the child's parent or lives in the family home as these letters are sent home via kidmail.
4. If you have more than one child, you may include all the children at Trinity in one spreadsheet. Each child should have a group of potential sponsor addresses. It is all right to include the same sponsor names on each child's list. Our goal is to for each student to supply 10 potential sponsor addresses, but we will always take more or less.
5. Please do not list members of a couple living "under the same roof" on two lines as we only want to send one letter to each address. Also, please do not include minor siblings, young friends, etc. as sponsors.

**ALL POTENTIAL SPONSOR NAMES AND ADDRESSES MUST BE RETURNED BY MARCH 9th - SEND YOUR FILE TO [c.brousseau@comcast.net](mailto:c.brousseau@comcast.net) OR YOUR HARD COPY TO THE MAIN OFFICE MARKED "TRINITY TROT"**

Any questions?? Contact Lisa Brousseau at [c.brousseau@comcast.net](mailto:c.brousseau@comcast.net)

