

Potomac Crew Boosters Club, Inc.
P.O. Box 924 Dumfries, VA. 22026

Dear Parents /Crew Team Members,

It costs thousands of dollars each year to maintain a quality program of which our crew team members and community can be proud of.

To avoid raising the yearly registration fee this is a **required** activity for all crew team members. Please follow the steps below, and if you have any questions do not hesitate to call. This year we are charging a \$100.00 refundable fee to ensure that EVERYONE participates in the fundraiser. You may also choose to opt out and pay a \$100.00 non - refundable fee. If you choose to opt out we will provide a receipt for tax purposes.

1. Name and Address Form

Fill in the name and address forms with the names and addresses of twelve or more people who might be interested in making a donation to our crew team. **DO NOT WRITE NICKNAMES**; give complete info and Write legibly. Feel free to send more than 12 letters if you would like!

2. Donation Request Letter

Fill in the appropriate blanks on the donation request letter.

- a. After 'Dear' enter the person's name.
- b. After 'Sincerely' sign your name.
- c. After 'Your rowers name' print your name legibly.

Each rower may include a personal note on this letter.

3. Large Envelopes

Address 12 large envelopes to correspond to the names and addresses on the Name and Address Form, include your return address. Place a stamp on each of the larger envelopes.

4. Small Return Envelopes

Place a stamp on 12 small envelopes.

5. Complete Letters

Place a donation request letter and a small return envelope into the larger envelope. Mail the envelopes.

6. Complete Packet

Place the **Name and Address Form** into an envelope and mail or return to either of the addresses below.

Suggested Contacts: Relatives, i.e., Grandparents, Aunts, Uncles, Siblings, Friends, Teachers, & Neighbors.

Return the name and address list as soon as possible. **When we have received the name and address form from you your \$100.00 fundraising fee will be returned.**

Thank you in advance for your cooperation. Your support is vital in keeping our program striving and competitive.

Sincerely,

Robin Cowan
2821 Pulpit Hill Ct.

Jerry Stanphill
2201 Mackenzie Pl.

Woodbridge, 22191
703-221-6720

Woodbridge, 22191
703-897-8595