

# Spring Fling Essentials

## How to Contact Us

- Website: [www.DungenessRiverCenter.org](http://www.DungenessRiverCenter.org)
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## What Is Spring Fling?

It is a great way to enjoy spring and support for the Dungeness River Audubon Center and Railroad Bridge Park at the same time. Simply get your friends, relatives, and co-workers to pledge a few cents (or dollars?) for each mile you walk, hike, or ride your horse; each lap you swim; or bird species you find May 1-31, 2010. The best thing of all is that the money raised benefits youth environmental education and conservation right here in the Sequim-Dungeness Valley.

## Actions You Need To Take

### 1. Timeline Summary – Start NOW

- **Complete** and return your **registration form**.
- **Choose** your Spring Fling activity or activities:
  - **Walk**, hike, bike, swim – any activity measured in distance;
  - **Read** books, count birds, plant trees – activities measured in quantity;
  - **Garden**, dance, do yoga, work out with your Wii –activities measured in hours
- **Decide** whether to participate on your own, organize a team, or join an existing team.
- **Request pledges** – we'll be glad to help you get started.

**May 1** Spring Fling starts

**June 3**, by 4 pm. Results Deadline: **Submit** Results Form, money collected, and pledge-tracking sheets to the Dungeness River Audubon Center.

**June 5**, 3-5 pm. Spring Fling Frolic. **Attend** the awards party in Railroad Bridge Park.

### 2. Register – Join a Team or Do Your Own Thing

- a) You can form your own team, join an existing team, or do Spring Fling on your own.
- b) If you form a team, choose a team name, and one or more activities, e.g., walking or biking.
- c) Complete a registration form. Forms are available at the Dungeness River Audubon Center and on our website, [www.DungenessRiverCenter.org](http://www.DungenessRiverCenter.org).
- d) All the information you need can be found on and downloaded from our website including instructions and sample letters to make your Spring Fling fun, easy and successful. Or, let us know if you would like to receive a Spring Fling Packet.

### 3. Request Pledges

- a) Maximize your donations by using the [Pledge Hints](#) found on our website.
- b) You can use our pledge sheets or make your own to track your progress.
- c) To qualify for prizes you must submit a minimum donation along with your results form. If you are 16 or younger the minimum donation is \$1.00 for each year of age. If you are over 16, the minimum donation is at least \$50. We hope you will solicit many pledges, but you can also donate the required amount yourself.
- d) You can easily modify the sample ask letter found on our website and send it to family, friends,

and co-workers asking for pledge donations.

e) Tell your sponsors the benefits of donating:

- Donations benefit River Center youth education and conservation programs and help to maintain Railroad Bridge Park and its section of the Olympic Discovery Trail.
- The Dungeness River Audubon Center is a 501(c)(3) organization and all donations are 100% tax deductible.
- Non-members who pledge \$50 or more can receive a free one-year River Center membership.

f) All pledge donations need to be submitted by the deadline, June 3, 2010.

**4. Start Moving:** Keep track of your chosen activity or activities during Spring Fling, May 1-31.

#### **5. Collect Donations and Thank your Sponsors Promptly**

a) Collect all money from your sponsors.

b) Use the thank-you letter from our website or your own version and to your sponsors promptly.

#### **6. Submit Your Results**

a) To be eligible to win a prize, each participant *must* submit a Results Form, money collected, and pledge sheets to the Dungeness River Audubon Center by the Results Deadline, 4 pm on June 3. The Results Form is available on our web site and at the River Center.

b) The Spring Fling Committee may use the submitted pledge sheets to award special prizes and will *not* otherwise contact your sponsors.

c) Please submit your individual Results Form, no matter how little you raise, since it will be used to calculate your team or individual totals.

d) All awards and prizes will be given out at the Spring Fling Awards Frolic on June 5, 2010. You do not need to be present to win.

#### **7. Awards and Prizes**

The Spring Fling Committee will use your submitted Results Form to determine all prizes. Money received sponsoring a team without mentioning a specific team member will be divided evenly and credited to all team members who submit a Results Form by the deadline.

a) **Most Money Raised by Individuals** - The individuals who collect the most money in each activity category will be recognized.

b) **Most Money Raised by a Team** –Your submitted individual Results Forms will be used to calculate the team totals.

e) **Special Prizes** – We may award additional prizes based on the submitted Results Forms.

#### **8. Attend the Spring Fling Frolic**

a) We will notify you, preferably by email, before the awards party if you won a prize.

b) Attend the Spring Fling Awards Frolic on **June 5 from 3 to 5 pm** at the Dungeness River Audubon Center in Railroad Bridge Park. All Spring Fling participants are invited. Come and enjoy the refreshments, surprises, and fun for all!

d) Prize winners will be announced and prizes distributed at 4:00 pm. If you have won a prize but can't attend the party, you must make your own arrangements to pick it up at the River Center.

e) Winners names will be published after the Awards Frolic.