## IMPORTANT INFORMATION:

**DPS Foundation contact:** Kristina Bobrowski - KBobrowski@dpsfoundation.org or (720) 423-3585

***Run for DPS Students* website:** [www.dpsfoundation.org/marathon](http://www.dpsfoundation.org/marathon)

**Race Days:** May 20-21 in Denver, CO

For more information about the **Colfax Marathon** visit: [www.runcolfax.org](http://www.runcolfax.org)

## FUNDRAISING PAGE

Fundraising is done online through ColoradoGives.org. Unfortunately, there is no way to reactivate your page from last year; you must create a new one. Below are the steps to set up your personal Colfax Marathon fundraising page which is what your donors should donate to.

1. Login or register for an account on the Community First Colorado Gives Day portal: <https://www.coloradogives.org>
2. While logged in, search for the Denver Public Schools Foundation page or go directly there by clicking [here](https://www.coloradogives.org/dpsfoundation/overview)
3. Click the <CREATE A FUNDRAISER> button on the right
4. Fill out the form with the suggested text and choices below:
	1. *Organizations* – Choose Denver Public Schools Foundation
	2. *Campaign Title* – <Name>’s Running for DPS Students in the Colfax Marathon
	3. *Your Campaign Summary* – **Example, feel free to add your own personal story**: I'll be running the <Insert Race Name> for DPS students! The money I raise through generous donations from my supporters will help the DPS Foundation fund proven, innovative programs that help every one of the more than 90,000 DPS students succeed! Won't you help me raise my goal of $<Insert Goal>? Every bit helps, thanks!
	4. *URL Link* – Create your own personal link, example: coloradogives.org/kristinabobrowski
	5. *Incentive Fund* – Will you be matching any donations you get? If so, click this box
	6. *Add photos and/or videos (optional)* – Photos of you running or wearing your DPS gear. Record a short message to donors or of you training for the Marathon
	7. *Add Your Photo* – Add a photo of yourself, this will show up on your campaign page. Make sure it’s a photo that clearly shows your face so your donors easily recognize you.
	8. *Your Personal Appeal* – A short sentence describing why you are running for DPS students, this will show up under your photo. **Example**: I’m running for DPS students because I believe every child deserves the best education out there- please help me meet my goal of raising $<Insert Goal> to help make this possible for them!
	9. *Send campaign emails to* – Your email address for notifications
	10. *Is a goal necessary…* - Select No
	11. *Campaign Goal* – We’d like our runners to try and raise a minimum of $250 but feel free to make yours higher!
	12. *Start Date* – Today’s date
	13. *End Date* – **May 21, 2017**
5. Click ‘Submit’
6. On the next page, click ‘Submit for Approval’ and an email will be sent to us notifying us that we need to review and approve your page. (All pages will be reviewed by the DPS Foundation within 1-2 business days)
7. Once we approve your page you will receive a notification. All runners’ individual pages will be under one large “super campaign” here: <https://www.coloradogives.org/DPSFColfax>

## FAQ’S

**What if I’m having trouble setting up my fundraising page or need help fundraising?**

Please contact Kristina at (720) 423-3585 or Kristina\_bobrowski@dpsk12.org and she can walk you through it no problem!

**Can my supporters donate by mail or phone?**

* Please have donors send their contribution to **(indicating what runner the donation should be attributed to):**

Denver Public Schools Foundation
*Attn: Colfax Marathon*
1860 Lincoln Street, 9th Floor
Denver, CO 80203

* Please make checks payable to Denver Public Schools Foundation.
* Call (720) 423-3553 to make a gift by credit card. We accept Visa, MasterCard or American Express. **Again, they must indicate which runner the donation should be attributed to.**