



Process for the Hats On For Mastodon Fundraiser

(To obtain copies of any of the documents, go to www.MastodonFair.org/hats for PDF and Word versions).

1. Decide when your district/school will have the Hats On for Mastodon Day.
2. Fill in the date and cost on the posters.
3. Display the posters around the schools. (More can be obtained from the www.MastodonFair.org website.)
4. Send home a copy of the Parent Letter or include the information in the school newsletter/website/etc.
5. Notify the Mastodon office (636-797-3000 x 3474 or director@mastodonfair.org) of the schools that will be participating and on what date so that Press can be notified.
6. Fill in the form, "Hats On For Mastodon Donation Return Form" and mail it with your check to the Mastodon address. Alternatively, you can email us the information on the form and mail the check separately.
7. If you want to present the check at a school board meeting or school assembly, a representative from the Fair would be happy to attend. Please notify us in advance so we can notify the Press.
8. Your district/school will be honored at the Mastodon Fair during the March 13-17 Fair. We will notify you when to have a representative at the event to accept the award.

Thank you for your participation and your support of the Mastodon Art/Science Regional Fair!

Sincerely,

Jill Malcom
Executive Director