



PINELLAS COUNTY SCHOOLS  
**PLEDGE COLLECTION CONTROL SHEET**

**Instructions**

1. " \_\_\_\_\_ -Thon" - Insert the name of the event. (e.g., Walk-A-Thon, Jog-A-Thon, etc.)
2. Note the name of the group that is sponsoring the "Thon".
3. Record all of the pre-numbered pledge/collection sheets that were produced.
4. The student is to sign on the line corresponding to the pledge sheet number(s) that he/she is given.
5. The sponsor is to insert the date that the pledge sheet is completed and returned. All sheets **MUST** be returned whether used or not.
6. **IMPORTANT:** If the student should report that the collection sheet has been lost, the word "Lost" should be written into the Date Returned space for that sheet. There should also be a written statement by the student and or parent/guardian, verifying that this sheet was not used to secure pledges and that no funds were collected.
7. ALL pledge/collection sheets and any statements should be attached to the Pledge Control Sheet and filed for audit review.