

MyFunRun Guide

The Easy Way To Guaranteed
Fundraising Success.



Table of contents

Intro	1	Conclusion	25
Planning	2	Wrapping Up	25
Volunteers	2	Assembly Guide	27
Goal	3	Sample Templates	30
Timeframe	4	Press Release for Media	30
Location	6	Permission Letter	31
Awareness Day	8	Request for Dollars	32
Rewards Program	11	Request for Goods	33
Kickoff Assembly	12	Theme Dress Day Letter	34
3 More Ways to Raise	13	Press Release	35
Accepting Donations	20	Healthy Lifestyle	36
Publicity	22	31 Tips	36
Implementation	23	Notes	40
Managing Your Campaign	24		

Intro

Congratulations on your decision to hold a MyFunRun Fundraiser! You're on your way to raising more and working less. This guide is designed to be a simple yet powerful tool for planning and implementing your Fun Run. Follow this foolproof, step-by-step system to raise the maximum amount possible, with the least amount of work and hassle. MyFunRun has done all the thinking and heavy lifting for you, guaranteeing your success. Let's get started!

The guide is broken down into sections: Planning, Implementing, Additional Sources of Revenue, and The Wrap Up. Almost all the steps in this guide are optional; you can pick and choose which elements you want to adopt for your Fun Run. MyFunRun recommends incorporating as many of the ideas as possible. In particular, following the steps in the section "Additional Sources of Revenue" can have a substantial effect on your overall fundraising success. Don't forget, your dedicated MyFunRun expert is at your disposal if you have questions of any kind.



Planning

The key to a successful fundraising campaign is proper planning. Before you take any action, it's helpful to make some key decisions. Here are the main questions you should address:

VOLUNTEERS

Because MyFunRun automates many tasks, a committee is not necessary. However, recruiting volunteers will allow you to take advantage of more of the optional suggestions in this guide, ultimately leading to more money raised. A team of volunteers can be extremely helpful when it comes to reaching out for sponsorships and donated items for the online auction and/or raffle.



GOAL

How much money do you intend to raise? It's a well-known fact that having a clear specific goal can motivate us. This is especially true in the world of fundraising. If this is your first time conducting this type of fundraiser, choosing a goal can be a little tricky, as you won't have any reference points. The goal should be high enough to be challenging yet reasonable enough to be attainable.

A good starting reference point is estimating how much will each student raise on average. This can vary tremendously based on many factors and can range from \$5 per participant to over \$100. Each school is different. Try to gauge the average goal per student for your school. MyFunRun typically averages approximately \$50/participant.

SET GOALS

- 1.
- 2.
- 3.



TIMEFRAME

When will your MyFunRun fundraising campaign take place? Ideally, the timeframe from start of planning to the end of your campaign should be a minimum of 2 weeks and a maximum of 8. Consider allotting 2-4 weeks for the planning phase, and 2-4 weeks for the actual campaign.

Below is a suggested planning timeline for your MyFunRun fundraiser:

► Week 1:

Setup Interview with your MyFunRun representative.

► Week 2:

- Send letter home to parents announcing and explaining the program and rewards.
- Send out permission letters and obtain permission for each participant.
- Seek sponsors, secure auction and/or raffle items, request snacks for run day.
- Send out press releases and seek local media publicity.
- Investigate legal permits for raffle.



► **Week 3:**

- Finalize and submit participants spreadsheet to MyFunRun.
- MyFunRun creates and publishes your Fun Run website which includes a unique e-commerce fundraising page for each participant to receive donations online.

► **Week 4:**

- Receive customized Fun Run student kits from MyFunRun.
- Launch the campaign: continue seeking publicity, Kickoff Assembly, distribute the MyFunRun kits, post posters, students begin fundraising.
- Enter all offline cash/check donations into the system (if required).



► **Week 5-7:**

- Continue to raise money: promote, motivate.
- Follow progress via the Leader Board or more detailed ecommerce reports.
- Fun dress day
- Enter all offline cash/check donations into the system (if required).

► **Week 7:**

- Fun Run

► **Week 8:**

- Collect and finalize all outstanding checks/ cash and enter any outstanding donations into the system. Receive payout of funds raised from MyFunRun.
 - Distribute rewards earned.
 - Send thank you emails /cards to all supporters.

LOCATION

Where should you hold your run? How long should the course be? What else is needed?

You can hold a Fun Run anywhere, even in a gym. It is ideal if your school has a running track, but any flat smooth surface will do. The main concerns when selecting a location are always safety and security. For this reason you may want to consider having volunteers to help supervise the run.

If you're holding your run outdoors, try to find a location that is easy to monitor, with good sightlines. The ideal location should have no traffic or road crossings. If any kind of crossing is required, recruit a volunteer to act as a crossing guard. Make sure the course is well marked and clear of any obstructions. It's a good idea to have a backup location (or date) in case of bad weather. A gymnasium can be a suitable indoor location.

The length of the actual course can vary. Consider the age of the participants, time constraints, space constraints, safety and security, etc... Fun Runs should be a maximum of 3

miles for high school-aged participants and half that length for elementary school aged participants. If your event will be outdoors covering a large area, cell phones or other



mobile communication devices can be useful to facilitate communications between organizer and monitors. If the course is narrow with a limited capacity, make sure to throttle the traffic by class or grade to avoid bottle necks and jams.

After students have finished the course, it's important to provide plenty of water and healthy snacks like bananas or oranges if possible. Have a volunteer issue the "Certificates of Completion" to all participants who have completed the course.

Make your Fun Run fun! Create excitement and buzz for the event. Consider using your school's cheerleading squad, dancers, DJ or band. Consider adding fun obstacles or games to your Fun Run. Adding simple tasks to the course can make your event even more fun. Consider adding a section of the course where participants must carry an egg on a spoon, navigate an obstacle, etc...



Finally, as with a gym class or any outing that involves children, make sure to address safety first aid and health

concerns. Have a fully stocked first aid kit on hand just in case to treat scrapes and bruises. A volunteer like a lifeguard who is skilled in first aid is a great addition. Be sure someone

has a cell phone or a way to call for help quickly if the need should arise. Ensure that each participant has the necessary medications they may require such as asthma inhalers, EpiPen for allergic reactions, etc...

AWARENESS DAY

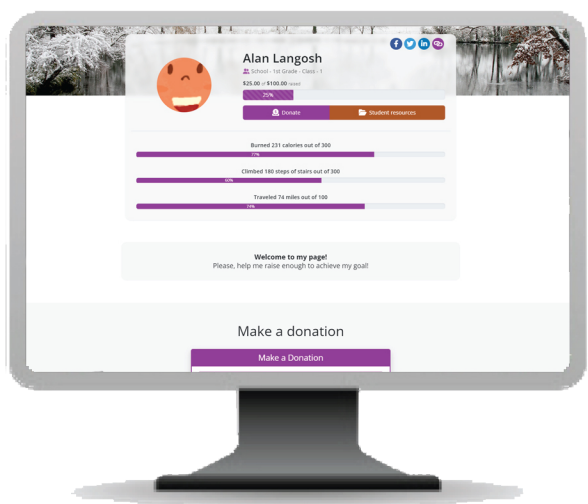
Your Fun Run campaign is an excellent opportunity to disseminate a positive message throughout your school. MyFunRun provides materials such as posters, brochures, and daily health tips to help create health and fitness awareness within your school. Students can be asked to dress for a day in a certain way that matches the theme.



YOUR MYFUNRUN WEBSITE

Your MyFunRun website is a critical communications hub for your fundraiser. The website processes online donations (credit card payments), and allows you to view all transactions in real time, with downloadable Excel spreadsheet reports. It even helps you to track donors so you'll have a head start contacting your supporters when it's time for your next fundraiser.

Your MyFunRun website includes a unique, ecommerce-enabled page for each participant, and a "Leader Board" with up-to-the-minute stats. The website also provides an online presence with details of the event and important information for students and parents. Daily health tips are also included on your Fun Run website. You can add more pages and information to your website. Speak with your dedicated representative to see how you can personalize and expand further your Fun Run website.



Finally, the website provides a platform for generating easy additional sources of revenue. Use our built-in pre-populated or customized online auction, sell corporate sponsorship packages and list sponsors on the website, and more. See the section on additional sources of revenue, or contact your MyFunRun representative to learn how the website can generate even more money for your fundraiser with little or even no effort at all.



MyFunRun will create a site that looks similar to your existing school website. We'll use your colors and logo. If you don't already have a website, provide your preferred colors and logo and/or graphics via email to your MyFunRun account Representative. If you don't already have a design, MyFunRun has several MyFunRun designs to choose from.

MyFunRun will automatically register your participants, and create a fundraising webpage for each student. Prepare a spreadsheet with a row for each participant with the appropriate level of detail. Your MyFunRun representative can advise you further on preparing your spreadsheet. Your representative can also advise you on alternate methods for registering participants if required. If using the "Goals" and/or "Leader Board" options by team, class, and/or grade, include that information along with the information above for each participant.

REWARDS PROGRAM

Rewards are a great way to motivate your students to reach and surpass their goals. The MyFunRun system includes a built-in reward system that is designed to maximize your participants' fundraising efforts. Your MyFunRun representative will work with you to select the best rewards for your school. Popular choices are; I-tunes gift cards, Target gift cards, Wal-Mart gift cards, etc...

► Rewards for all participants

For every \$50 raised by a participant, 5\$ of rewards will be distributed. Rewards are based on participants reaching the next \$50 dollar increment.

► Reward for Top Fundraiser(s)

In addition to the automatic rewards for all participants who raise a minimum of \$50, prizes can optionally be rewarded to the top fundraiser(s) in the entire school. The prizes for the top earners can be donated items or "no cost" items you create, or a combination of both. Some ideas for "no cost" prizes are; a day off school, no uniform day, special pass or other privilege, no homework for a week, etc...



KICKOFF ASSEMBLY

The main point of the assembly is to introduce the event, and to create awareness about the importance of physical activity and a healthy lifestyle. Having an assembly helps to create hype and a positive fun vibe around the event. The assembly is also the time to inform the students about the rewards program, and how they can follow results on the real time Leader Board. MyFunRun provides an agenda and some important facts that you can use during your assembly.

You want to motivate the students to fundraise as much as possible. It is important, however, that students do not feel pressured to do so. This is why the rewards program is important. Try to coax a local celebrity to make an appearance.

Take the time during the presentation to explain to students how to fundraise. Be sure to let the students know who is a good potential sponsor to approach. Remind the students that their family, friends and extended family are a good place to start.



Donors can be anywhere in the world and donate online—geography is not a restriction. Make sure the students know how to properly ask for a donation.

One key aspect to making your fundraiser a success is to get the parents fundraising. Try to get the parents to use their social network connections to promote their child's fundraiser to their networks. While children should not necessarily be using social networks, it's perfectly fine for parents to post and share a message asking for donations for their children's school.

3 MORE WAYS TO RAISE

Apart from the student fundraising pages, this section provides other simple yet very effective methods for raising even more money. Taking advantage of the following ideas can increase your results from 10%-50%! Some of these ideas require little or no work at all, while others are well worth the effort.

► Online Pre-Populated Auction

The pre-populated auction requires little no work at all. Simply choose which items you want to add to your auction, and supporters will automatically be able to bid on the items in your online auction.

- Be the Principal for a day.
- Principal's parking spot for a day.
- Private tutoring lesson with a respected teacher.
- Private sport lesson with the coach.
- Free dress day.
- Free lunch for a day/week/month/semester in the School cafeteria.
- Other special school privileges.
- Meal catered and hosted by a popular teacher.
- Dunk the teacher



► Add Even More “No Cost” Items

Auction items can be anything that has value to your supporters. Consider the resources available to you and be creative. You can probably arrange many items in just minutes with a couple of telephone calls.

► Maximize Your Auction Fundraising With Donated Items

The MyFunRun fundraising campaign is an opportunity for you to reach out to your support base in the community. Your support base is composed of the parents of students, local businesses, suppliers of your school, etc... Many of parents are in a position to donate items to your auction, and many businesses and/or organizations in your area will happy to donate items to your fundraising auction even if the owner is not a parent. Another good resource for donated items is your alumni; alumni are often sympathetic to your school's fundraising efforts, and will try to help you if they can.

It is always preferable to have items fully donated for maximum fundraising profits. Sometimes, particularly with items of high value, a merchant may not be willing or able to fully donate an item. Merchants may however agree to consign an item to you, or allow you to acquire said item at cost or at wholesale value. In this case we recommend setting the minimum bid at or slightly above your cost for the item. Your profit is the difference between your cost and the final bid.

By inviting local merchants to donate an item, you are giving them an opportunity





to obtain publicity and expose their brand to your donor base. If a business or organization wants to help but can't donate (or consign) an item to the auction, consider asking for Sponsorship (Sponsorship is covered below in "Sell Sponsorship Packages").



What kind of donated items will work for your auction? Here's a list of potential items which work well that could be a good place to start. Approach local businesses and see what you can get donated to your auction:

- Spa or beauty salon packages
- Photographer services
- Local restaurant gift cards/certificates
- Professional sports event tickets
- Jewellery
- Catered meal
- Contact a local celebrity (sports, news, other) for an autographed item.
- Fitness trainer session
- Sports memorabilia
- Etc...



► Sell Corporate Sponsorship Packages

Your fundraising campaign is a good excuse to reach out through your network and community to raise as much as possible. Selling corporate sponsorship packages is an excellent way to do this. Corporate sponsors can have their names exposed to your donor/parent support base in a variety of non-intrusive ways:

- On the Sponsors page of your website.
- On the receipt email that donors receive upon contributing online.
- In your press release.
- More exposure depending on school policy; offline flyer, posters, and other materials.



In addition, depending on your school's policies, sponsoring merchants can extend special offers. Offers can be extended to parents via the website, and/or in the MyFunRun student kit that each participant takes home. Offers can also be extended to the donor support base on the website, and in the donation receipt. Special offers can include; coupons, certificates, or discounts of any kind.



Pizza Rapido



SDG Construction



CINEMA SHER



Brulerie



Katie's Nails



Sherville Farms

Who should you approach for Corporate Sponsorships? Throughout the year, your school purchases goods and services from a number of vendors. This is a good time for your vendors to thank you for your school's business by sponsoring your event. Another good place to start is close to home. What are the businesses closest in proximity to your school? Which businesses in the area benefit from traffic from your school? These businesses will often be interested in supporting your school. It could be the local Pizza shop, grocery/clothing stores, or local real estate agents. Any business or organization can be a corporate sponsor, but makes sense to start close to home and with the people and businesses you already know. Alumni can also be a great source for support.

Finally, another potential source for sponsorships is families in your network and community. Most parents will simply donate to their child's effort. Some families however may wish to do more. In this case it may be appropriate for a family to become a sponsor and receive recognition for their support.

► Sell Raffle tickets

Another great potential source of revenue that requires little effort is the built-in Raffle. MyFunRun has done all the work for you by creating an easy system for your supporters to purchase raffle tickets online through your MyFunRun website. When it's time for the draw, MyFunRun will provide you with a spreadsheet with all ticket numbers and information for each ticket holder. All tracking and reporting is automatically handled for you. All you have to do is mix the numbers in a hat and draw the winning ticket(s). The draw can be held the day of the Fun Run, or any time after. If you plan on holding a "wrap-up" assembly, that's an ideal time to hold the draw.



The success of a raffle in large part depends on the prize(s) you can procure. Obviously a high value prize will attract more people to purchase raffle tickets and you will be able to charge more per ticket. Where do you start procuring high value raffle prizes? The best place to start is always by reaching out to your network and community. Do you know a person or company that may be willing to donate something of value? Some of the types of prizes that are commonly donated are:

- Weekend at hotel/resort/spa
- Breakfast On Air with DJ
- High-end bicycle
- Large screen TV
- Airline tickets

*Note that certain municipal, state, or federal regulations may apply to raffles. Prior to planning a raffle, ensure you understand the rules and regulations in your area and that you have the correct permit(s), authorizations, etc...



ACCEPTING DONATIONS

MyFunRun recommends using the built-in online credit card processing method for accepting donations for many important reasons: It's faster than cash or checks, safer and more secure, eliminates human errors and the possibility of theft and/or loss, "bounced checks" and the required follow up associated with them. It also requires no counting, and you won't have to run to the bank and fill out slips to make deposits.

While online credit card payments are obviously the faster, easier preferred way to process and track donations, it may not always be feasible to completely eliminate the cash/check option for your school. If you do decide to accept cash and/or checks, MyFunRun provides you with an integrated system and provides you with everything you need from pledge sheets to money envelopes and tally sheets. There are 3 ways for your students to receive donations:

a) Credit Card Payment Online:

Donor enters the donation and billing information online. Everything is tracked and handled automatically including the sending of automated email receipts. The Incentive Reward module, the Leader Board page, and the Goals are all instantly updated to reflect the donation.



b) Offline Flyer with QR code:

Donor scans the QR code on the student's flyer to easily donate via smartphone or other mobile device online through the student's fundraising page.

c) Cash and/or Checks:

To accept cash donations:

- a. Students (or donor) fill out donor's information manually on a pledge sheet, and the student collects the appropriate funds in cash or checks.
- b. The students tally the totals of the pledge sheet(s) and record the information on the dedicated envelope for collecting cash and checks.
- c. Students physically bring their pledge sheets and envelopes with the cash/checks to the school.
- d. Envelopes are then counted and verified. All the information from the pledge sheets is manually entered into the MyFunRun system.
- e. As information is entered into the system, the website's fundraising totals and Leader Board will be instantly updated. All the reports including the incentive rewards report are updated instantly.



Alan Langosh
School > 1st Grade > Class > 1



Hello, friends and family!

Please help to support me in my school fun run!

My goal is \$100.00



Donate now at:

<http://myevent4.test/voluptatem-quae-quo-ad-in-aut-et-rerum-pariatur/participants/school/1st-grade/class-1/student>



Rosenbaum, Weissnat and Halvorson
<http://hammes.com/>

123 Main St.
San Francisco, CA, US, 94107

Miss Jane Herman MD
+1 (320) 809-7583
jacques.christiansen@yahoo.com

2023-09-05 15:53:41

<http://myevent4.test/voluptatem-quae-quo-ad-in-aut-et-rerum-pariatur>

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PUBLICITY

Schools don't "sell" a product in the conventional sense of the word; however publicity and image are still important for your school. Your MyFunRun fundraiser is a great opportunity to capitalize on some free positive publicity and advertising for your school. Promoting your fundraiser outside the school in the community increases awareness of your school brand, generates good will, and helps the public see your school in a positive light.

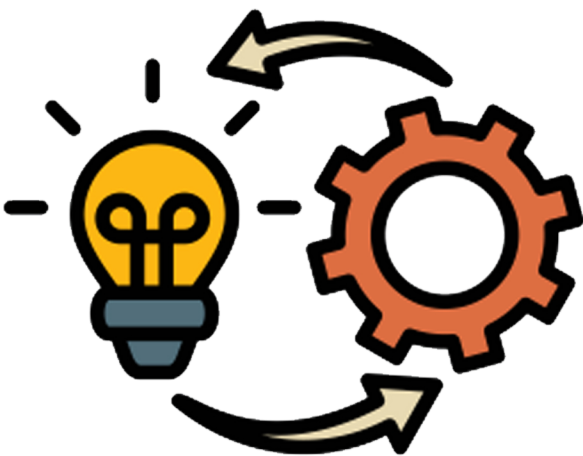
Where can you go to get free publicity for your event? Most local media have designated space/time for local community non-profit announcements. Part of the local media's mission is to promote worthwhile causes in their respective communities, and often free publicity is simply a matter of asking. When attempting to get free publicity, start early; the sooner you begin your push for publicity, the better.

The first step in getting publicity for your school/event is to create a "Press Release". MyFunRun has created a sample for you. See the "Sample Templates" on page 30. Simply fill in the blanks, or edit and customize to your specific needs.



Implementation

Now that the hardest task of planning is behind you, it's time to start having fun implementing your Fundraising campaign! The first step is to announce your Fun Run Fundraiser both inside and outside the school. Internally this is accomplished via an assembly. In addition, it's recommended that teachers spend 5 minutes each day relaying the health tip of the day and checking on the class and grade goals, as well as the Leader Boards. Externally, this is done via letters to parents, press release, the website, and your fundraising and publicity efforts in the community.



MANAGING YOUR CAMPAIGN

For the most part, once you have planned and launched, it's easy to manage your campaign. Your main objectives after the launch are to:

- Promote the Corporate Sponsorship program, the auction and the raffle.
- Promote the health and fitness message within the school.
- Motivate the students to get donations.
- Enter pledge sheet cash and check donations into the MyFunRun system.



Conclusion

WRAPPING UP

Once you have reached the end of your campaign, it is time to thank your supporters. Often overlooked, thanking your supporters is an important part of your campaign and helps to ensure your supporters will continue to support you. Emails, post cards and letters are all acceptable ways to thank your sponsors. MyFunRun provides you with sample letters and emails to make it easy for you.

Now that your campaign is over, it's time to collect any and all outstanding cash or checks and to "close" the campaign. Make sure all donations have been entered into the system before the "close" of the campaign. It's important that the final totals are complete so that students receive their rewards. Once the campaign has been officially "closed", and all monies have been collected, counted, and entered into the system, rewards earned by students can be handed out.

Finally, now that your campaign has ended, it's time to



look back and gauge your success. What worked? What didn't? What could be improved? Were your goals realistic? Consider conducting an informal survey among those who helped you organize the campaign.

MyFunRun will provide you with a spreadsheet of all donors and donor information including emails. This is an excellent opportunity to develop a list of supporters for your school. Next time you plan a fundraiser, you may find this list of previous supporters useful.

The MyFunRun fundraiser is a concept created by MyEvent.com. Ask your dedicated representative how MyEvent can help you with all your fundraising activities throughout the year. Selling tickets to an event, or simply accepting credit cards online, MyEvent has a simple and easy solution, with a dedicated expert to make it easy for you.



A division of
myevent

Assembly Guide

► Purpose

The assembly's principal purpose is to kick off the Fun Run campaign and to give the students the information they need to get started. The assembly is also an excellent opportunity to promote healthy and active living, and to get students excited about the fun run.

► What you need to cover at the assembly

- The Cause- why you are raising money, how much you need to raise, and how it benefits the school and the students
- Fun Run Details- date, location, distance, rain plan
- Why a Fun Run- importance of physical activity and how the students can use this opportunity to incorporate better choices into their lives

- Fundraising Details
 - ✓ Fundraising goals
 - ✓ Who can you ask to donate? (your family, community members, family friends)
 - ✓ How do you approach people for donations? (email, face-to-face)
 - ✓ How students and parents can share their personal webpage
 - ✓ How people can donate online
 - ✓ How people can donate offline (pledge sheets)
 - ✓ Where and when to submit cash & checks students have collected
 - ✓ Student Kits
- Rewards System- For each milestone of dollars raised, students can be entered into a draw to win one of several prizes. Work out the milestones and number of prizes prior to the assembly
- Leader Board – Explain that the website will display the leading students, grades, and classes who have raised the most.
- Great ways to enhance the assembly and bring up the energy:
- The school band can prepare and play an upbeat piece which will become the Fun Run theme song.
- The school cheerleading squad can prepare and perform a routine inspired by the Fun Run.

- Bring in a local sports celebrity to motivate students.
- Empower the students to come up with their own fundraising ideas; get them involved at the decision-making level and they will become more invested in their efforts and in the outcome.

► **Incorporating Teams**

- ✓ Identify students who will each be responsible for a team of students. It is the job of these team leaders to motivate the students and ensure they are making the effort. Each team can have internal competitions of who can raise the most. Teams that raise the most funds, or have the most creative ideas, or put in the most effort, can win a prize.
- ✓ This can also be applied to motivation for physical activity- team members can push each other to incorporate activity into their daily lives.

Sample Templates

PRESS RELEASE FOR MEDIA

On [RUN DATE AND TIME], [SCHOOL NAME] will be holding a Fun Run fundraiser for [YOUR CAUSE]. Students from grades [RANGE] will participate in this important school fundraising event. A total of approximately [NUMBER OF STUDENTS] will run a [DISTANCE] course at [LOCATION]. Students will be soliciting donations from their family, friends, and the public in general. In addition, the public is invited to visit the [SCHOOL NAME] Fun Run website to bid on items in the online auction, purchase raffle tickets, or make a donation. Local merchants, businesses, or families who are interested in supporting this worthwhile cause can purchase sponsorship packages or donate items to the auction or raffle. For more information or to donate visit: [www.MyFunRun.com/\[SCHOOL NAME\]](http://www.MyFunRun.com/[SCHOOL NAME]), or contact [CONTACT NAME] at [CONTACT PHONE] or via email at [CONTACT EMAIL].

Once you have a clear concise description of your fundraising event, it's time to approach the media. Make a list of all the local papers and radio and TV stations in your area. For each media outlet, send a press release to the editor or program director, and follow up with phone calls.

PERMISSION LETTER

On [DATE], [SCHOOL] will be holding a Fun Run fundraiser and all students will participate. All monies raised will go towards [CAUSE]. The Run consists of two parts:

- a. The run itself, which is [DISTANCE] and will take place at [LOCATION] on [DATE]. To prepare for the run, we encourage students to make Healthy and Active lifestyle choices that will benefit them not just for the Fun Run but far into the future as well.
- b. Fundraising leading up to the run. This is an opportunity for students to do good and give back to the school, all while learning the ins and outs of soliciting donations. We support students in the process and give them the tools for success. With online technology and some old-fashioned door-knocking, your child will learn perseverance, gratitude, and how to raise funds for a good cause.

Please sign below to acknowledge receipt and to allow your child to take part in the Fun Run.

I give permission for my child (full name) _____ in grade _____ to take part in the school's fun run and in the fundraising activities.

Signature of Parent or Guardian _____

REQUEST FOR DOLLARS

Dear _____,

Our school [SCHOOL] is holding a Fun Run on [DATE] to raise money for [CAUSE]. We're asking the community and local businesses to get involved and support us.

This year, [number of students] will be running [x distance] at [LOCATION] all in support of the school. Each student is helping raise funds for [write a sentence or two about your cause here. Example: The funds raised will pay for much needed new equipment for our outdoor playground. The current playground is out of date and poses several safety concerns, so the students have been unable to use it for the past several months. This investment will allow us to provide the students with a safe place to play and get their exercise.]

We are reaching out to you for cash sponsorship to help us reach our goal of [EVENT \$\$ GOAL]. In turn, we will be happy to acknowledge your support on our website and at the event. We encourage you to check out our sponsorship packages here. Together, we can make a difference in the lives of the students, strengthening the community as a whole.

Thank you in advance for your generosity,

[NAME]

REQUEST FOR GOODS

Dear _____,

Our school [SCHOOL] is holding a Fun Run on [DATE] to raise money for [CAUSE]. We're asking the community and local businesses to get involved and support us.

This year, [number of students] will be running [x distance] at [LOCATION] all in support of the school. [Write a sentence or two about your cause here. Example: The funds raised will pay for much needed new equipment for our outdoor playground. The current playground is out of date and poses several safety concerns, so the students have been unable to use it for the past several months. This investment will allow us to provide the students with a safe place to play and get their exercise.]

We are reaching out to you for [name specific goods you want, example 300 apples and 300 oranges to have on hand for the students for the day of the event; or gift certificates to your restaurant, that will be raffled off as part of our fundraising efforts.] We will be happy to acknowledge your support on our website and with signage at the Fun Run.

In addition, we welcome cash donations to help us reach our goal of [EVENT \$\$ GOAL]. We encourage you to donate here and to check out our website for further details.

The Fun Run is a wonderful opportunity to bring the community together and to support each other.

Thank you in advance for your generosity,

[NAME]

THEME DRESS DAY LETTER

Please note that on [DATE], the school will be holding a theme day as part of our Fun Run activities. This year our theme day focuses on [THEME], in line with our emphasis on a healthy and active lifestyle. On [DATE], please send your child to school wearing a costume in line with [THEME]. Ensure your child has regular school clothing for later in the day.

The Fun Run is bringing fresh energy to the school, and we are very pleased with the students' efforts.

Thank you for your cooperation.

PRESS RELEASE

[SCHOOL]

FOR IMMEDIATE RELEASE: [date issued]

Students from [SCHOOL] Get Active to Fundraise for a Good Cause

[CITY], [STATE],[Date] – On [EVENT DATE], [# participants] students from [SCHOOL] will come out to [LOCATION] and run to raise funds for [CAUSE]. This fresh initiative is a departure from traditional school fundraisers; you won't find cookies or chocolates here. Healthy and active living is the emphasis of this fundraiser, a priority for [SCHOOL].

[Write about your cause here and quote the principal on why the decision was made to choose a Fun Run.]

Details about the event can be found on [SCHOOL]'s Fun Run website at [website address].

Contact Information:

[SCHOOL and contact name]

[Address]

[Telephone]

[Website]

###

Healthy Lifestyle

31 TIPS

1. Organize a SOCCER game with your friends after school. Playing sports is a great way to get exercise while you have fun- and when you're having fun, you'll be more likely to stick to it!
2. Choose to snack on NUTS. Did you know that a handful of nuts is packed with protein, fibre, vitamins, minerals and essential fats? Nuts give you an instant energy boost and also have long-term health benefits.
3. Don't forget to eat your veggies! Eat at least 5-7 servings of fresh vegetables every day for a low-fat, high-fiber snack filled with antioxidants and essential vitamins.
4. Drink at least 8 glasses of WATER every day. Water helps your body digest food and get oxygen and nutrients to your muscles, and it helps clean out bad toxins from your system.
5. Get a good night's SLEEP- it will improve your concentration and your mood! The National Sleep Foundation recommends 10-11 hours (ages 5-12) and 8.5-9.25 hours for ages 11-17.
6. Get off the bus a few stop early and WALK the last few blocks instead. Every chance you get to walk, you are doing your body a favor. Walking gives you a leg

up on everything from digestion to strengthening your bones.

7. Avoid escalators - Use the STAIRS! Climbing stairs is an excellent way to strengthen your heart. Be careful to listen to your body and not to overdo it.

8. Why take the bus when you can BIKE to get where you're going! Cycling is one of the simplest ways to get exercise, and you can entirely control how much or little you want to push yourself. Cycling is also a great choice if you don't sleep well. The exercise and fresh air will help when it's time for lights out!

9. Take a WATER BOTTLE with you everywhere you go. Caffeine- and sugar-filled sodas are not healthy options. Do your body a favor and choose water instead. With your water-bottle on-hand, it will always be available to you!

10. Exercise keeps you HAPPY! Did you know that physical activity can improve your mood? Regular exercise reduces feelings of depression, stress and anxiety, and increases self-esteem and self-confidence. It's a win-win!

11. Get your FRIENDS together and start a walking or jogging group. While some people enjoy walking time alone, others find it easier to do as a group of friends. Find the right balance for you!

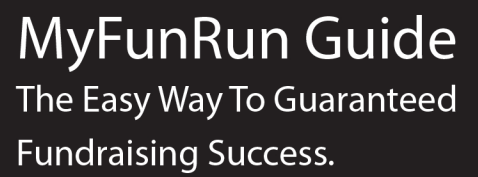
12. Forget your video games and throw a Frisbee with a friend. Get some fresh air, improve your lung capacity, and get your heart pumping!

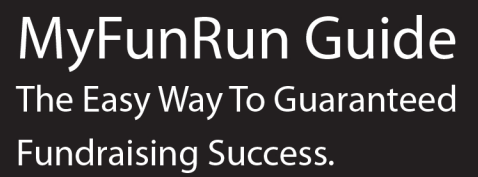
13. Meditate for a few minutes every day. Meditation improves your concentration, lowers your blood pressure, and strengthens your immunity, which makes you less likely to get sick.

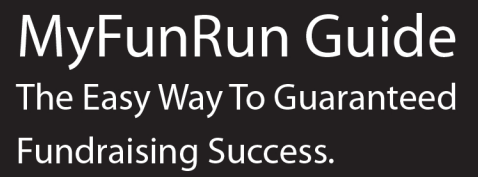
14. Take advantage of EVERY SEASON and get active! Whether you swim in the summer, play tennis in the spring, skate in the winter, or go for a hike in the fall- there are fun outdoor activities all year round.
15. Have a few extra minutes? Put on some music and get dancing! It relieves stress and exercises your heart.
16. Don't let the cold keep you inside! Winter is a great time to lace up your skates or even build a snowman. Even shovelling your walkway is a great way to get moving.
17. WALK MORE: to school, to visit friends, to the shops, or other places in your neighborhood. The recommended goal is 10,000 steps a day.
18. You don't need to go to the gym to exercise. Find time to walk, swim, bike, play sports, hike and even dance. Exercise can be FUN!
19. Leave your electronics at home and START MOVING!
20. Exercise keeps you YOUNG! Studies show that moderate exercise reduces the effects of aging on your brain and muscles. It also improves your balance, flexibility, and endurance.
21. Sports are good for you! Playing sports is a great way to stay active while having fun with friends.
22. Choose FRUIT for your next dessert. Low-fat, low-sodium, and cholesterol free, choosing fruit is a great way to get your daily nutrients.

- 23.** Order smaller size sodas, or cut them out altogether. It is best to stay away from soda, which contains 10 teaspoons of refined sugar in just ONE CAN. And diet sodas aren't the solution- they actually fight against weight-loss.
- 24.** Just have a few chips or sweets - You don't need to eat the whole bag!
- 25.** Don't eat just before bedtime- you'll sleep better and your body won't convert those calories to fat!
- 26.** Don't turn to food when you are sad or angry. Try meditation, dancing or a brisk walk instead and your mood will magically improve!
- 27.** Learn to breathe properly, like professional athletes. Breathe in through your nose to fill your lungs completely, keeping your shoulders still. Your abdomen will expand and then breathe out through your mouth.
- 28.** Improve your posture. Feel an invisible thread being pulled up from the centre of your stomach through the centre of your head. This will improve your breathing and train your muscles to relax properly.
- 29.** Forget the caffeine. Soda, energy drinks, chocolate, tea, and coffee all have high caffeine levels, which can cause you to be jittery and unfocused.
- 30.** Spend time with others who eat healthy and stay active. It will help you do the same!
- 31.** Spend time with friends. Social settings are crucial to overall well-being and feelings of happiness.

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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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