

Your School Run Organizer Checklist

Use this checklist throughout the school year to build excitement and momentum for your event. Incorporating Terry Fox into your every day practices will help students build strong character traits of compassion, respect and perseverance.



THE TERRY FOX
FOUNDATION

Pre-Run

- Announce your date, share your **online fundraising link** and distribute **pledge sheets** (if using) to start collecting donations.
- Announce your **Terry Fox Challenge** to build excitement for your event. ie. If we raise \$1,000, We'll have a no homework weekend!
- Open your Toolkit and recruit students to hang posters, distribute tattoos and "I'm Running For" stickers, and create a Terry display.
- Collect **t-shirt orders** from your students and enter your bulk order online to receive a quick delivery.
- Sign up for a **free virtual meetup** with any of our guest speakers throughout September.
- Check out our **resources** including **lesson plans**, **morning announcements**, **videos**, **assembly speeches** and more.

Run Week

- Update the large goal poster daily with your fundraising progress.
- Make daily **morning announcements** to keep the momentum going.
- Host a Kick-off assembly using our **sample speech** and **videos**.
- Share your fundraising link and fundraising updates using our digital **Terry Fox toolkit**.
- Plan your route and confirm any set up and take down details.
- Give volunteers their instructions: first aid info, emergency teacher contact names and route info.
- Create a **music playlist** to share or check out our Spotify List.

Post Run

- Share your **online fundraising link** for last minute donations. (Your school page will stay open into the next year.)
- Remind student to bring in any remaining **pledge sheets**, cash or cheque donations.
- Hold a wrap up assembly using our sample **Post Run speech**. It's a great time to thank everyone that participated and hand out certificates.
- If you had a **Terry Fox Challenge**, it's time to celebrate and offer that fun reward!
- Be sure to download our Terry Fox **participation certificates** to everyone that participated.
- Don't forget to recognize any student leaders with a downloadable **leader certificate**.
- Remind students to bring in any remaining pledge sheets, cash or cheque donations.

Year Round

- Hang your Terry Fox pennant in a prominent area for all students to be reminded of their success. (awarded every 5 years)
- Schools are welcome to fundraise year-round by collecting donations at sporting activities, spirit week or other school community gatherings.
- Incorporate **Terry themed lesson plans** into every day practices to foster a "Terry Fox" culture of compassionate and determined students.
- Kick off next year's Terry Fox School Run on April 12th, the day Terry began his Marathon of Hope, with a special announcement or **video**.
- Keep an eye out for an email in April to confirm the contents of your next year's Terry Fox Toolkit.
- Open your June email from us that includes your fundraising link for your next Terry Fox School Run.