

Terry Fox School Run

Event Information Transfer Form



With the start and end of each school year, administrative duties come to a close including your school's Terry Fox Run event. We are here to support your transition as you hand off School Run planning tasks to your school's new Run Organizer.

Stepping into the shoes of an experienced Run Organizer can be challenging, and we want to ensure your school is set up for success! Please use the form below to share details about your schools' past Terry Fox events to help provide background to the new Run Organizer.



1. What month does the school host our Terry Fox school day?

This year's Terry Fox School Run is September 25, 2025. We encourage you to host your Terry Fox School Run on any day that works best for your school!

2. What types of activities have we previously organized as part of our Terry Fox School Run? (School Run Day activities, Terry in the classroom, bake sale, etc.)

3. How do we collect donations?

(Terry Fox Online Fundraising page, cash/cheques, School Cash Online, other)

4. How much did we raise last year? How do we determine our new fundraising goal each year?

5. How do we inform caregivers of the event + online link + etc.?

- 6. What methods/resources do we use to encourage students to fundraise?
(IE. Morning announcements, ordering t-shirts, etc.)**
- 7. Do we currently have a Terry's Team Member (cancer survivor) at our school?
If so, provide the name of the staff or students, and their T-shirt size if known.**
- 8. How are staff/student leaders involved in planning for run day?**
- 9. Any other key information to share?**

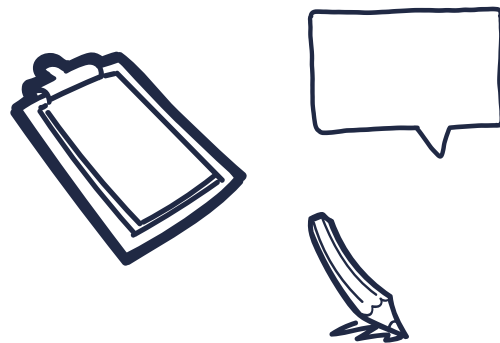
General Reminders

Every year we provide a suggested Run Date in September; however, we encourage you to choose any day that works best for your school.

Your school event can take any shape that you would like - our ideas are just suggestions! Tailor your fundraising activities as it makes sense for your school. This may include a walk on school run day, obstacle courses, art projects, teaching about Terry, classroom fundraising, educational videos, or your own creative ideas!

Our most valuable resources - creativity, communication, invention, and reinvention - are, in fact, unlimited. Visit our online resources page terryfoxschoolrun.org/resources/ to access our (always free) library of tools you can use to take your Terry Fox event the extra mile. Here's an idea of what you'll find on our site:

- Morning announcement scripts
 - Assembly videos
 - Speech and slide templates
 - Printable classroom activities
 - Lesson plans
- ...and so much MORE!



Ordering T-shirts

To place a bulk merchandise order for your school run participants, please fill out and submit the online bulk order form (link: terryfoxschoolrun.org/shop). Some schools may also collect merchandise requests via your school cash online portal.

All t-shirt sales are final and contribute to your school's fundraising total. If you have any questions, please contact your regional School Development Officer.

Please advise staff, students and families that School Run merchandise should only be ordered via your School Run Organizer and should not be purchased through the Terry Fox national website.



Terry's Team Members

Terry's Team Members are individuals currently fighting cancer or cancer survivors. By request, we provide complimentary red shirts to staff or students who fit the Terry's Team Member criteria, to identify them during run season. We ask that schools please respectfully confirm that any staff or students identified as a Terry Team Member provide consent that they wish to be publicly recognized with these shirts before ordering one for them.

Post Run Info

In late fall, after most schools have held their events, you'll begin to receive more detailed post-run instructions from our Terry Fox School Run team. Until then, here are a few key things to know about submitting your funds and paperwork after your event:

- Donations made to your school's Online Fundraising Page are received immediately by the Foundation, are tax receipted automatically, and require no additional action on your part to submit them.
- Any cash collected by students should be totaled and converted into a school cheque before sending to your regional Terry Fox Foundation office. Any personal cheques collected from donors can be sent as-is. Please do not send cash in the mail.
- If your school used Pledge Sheets, please include them in your Post Run Package so we can provide your generous donors with tax receipts efficiently. All donations of \$20 or more will automatically be sent a Tax Receipt, so long as the donor's full mailing info is provided.
- A copy of the Post Run Report will be included in your Toolkit Folder. Please complete it after your event and include it when sending in your funds.