



## Event Planning Tips

- ✔ Set a dollar goal for your school and a FUN incentive, such as “PE teacher for a day” for the highest fundraiser or “pie the principal” if the school hits the dollar goal, etc. Download, print and use the **Achievement Poster** and **Goal Thermometer** to track and recognize progress during your event.
- ✔ Have students pick what new piece(s) of PE equipment they want and use that as incentive to raise funds for the school.
- ✔ Set incentive goals by grade. Ask your principal if the grade that raises the most money can get a field day!
- ✔ Partner with a language arts teacher and have students write official business letters to area businesses, requesting that they assist their local school in raising funds for health and physical education and mental wellness. Students will learn how to write a business letter and how to request a response.
- ✔ Involve the entire community in the event. Invite local community groups, city police, county sheriff’s department, community veterans, the rotary club, and local fire department – and ask each group to make a donation.
- ✔ Tell parents about the opportunity to obtain matching donations. Many companies will double employee donations to charitable organizations.
- ✔ Search for local sponsors for your event who can provide nutritious snacks for your students or other incentives. Many national chains have provisions to provide donations to support local events.
- ✔ Take notes on what worked and what needs to be improved for the next year.
- ✔ Utilize parents and other volunteers – and always send a thank you from you and/or the students.