



Presented by
GoodLife

Celebrating
5 years of
FITNESS
FUN!

Saturday March 5, 2016

To Support GoodLife Kids Foundation spin4kids.com

Focus: Final Touches

1 WEEK TO GO!

This is the time to confirm that everything is in place for the big day. Check in with your volunteers and team captains to remind everyone of their commitments. Encourage everyone to get registered online if they haven't already done so. We're so excited for March 5th and hope you are too!

Important Updates & Reminders

Preparing for Event Day

Resources

Find event day materials including the participant waiver, check-in desk tracker, photography notice and other useful tools on [GoodLife Connect](#) and the [Event Portal](#).

Media Guide

We've prepared documents to help you with media relations should reporters show up to cover your event. These are available to you on [GoodLife Connect](#) and the [Event Portal](#) under Media and include the National Press Release for 2016, Key Messages, and a document called "What to do when media attends your *Spin4Kids Plus* event." These documents are full of great information and tips!

Please contact Melinda Mathes with any media inquiries:

mmathes@goodlifekids.com (w) 519-661-0190 ext 456 (c) 226-378-165

Healthy & Safety

The Health & Safety point person for your event is responsible for knowing the location of all first aid kits and AED machines. They must be trained to administer First Aid and CPR if needed and be available for the duration of the event.

Photos and Videos

We are looking for photos to be used in future promotions for *Spin4Kids Plus* events. Please make sure to capture evidence of all your hard work paying off! We are specifically looking for candid shots of groups and/or individuals enjoying themselves at your event. Great photos have relevant background and show participants in action.

Post your photos to [GoodLife Connect](#)>Picture Library>2016>Spin4Kids Plus>Your Event's Folder.

Recognizing National Sponsors

A National Sponsor Thank You table top sign has been sent to all Host clubs. Please display this sign prominently at your check-in desk at the event.

A National Sponsor Thank You floor standing sign has been sent to all Host clubs. Please display this sign prominently at the event.

If you have access to a projector, laptop and screen please use the following Power Point slides throughout the day, available on the Event Leader Portal under Event Day Materials:

- *Spin4Kids Plus* National Sponsor Thank You slide
- *Spin4Kids Plus* Presenting Sponsor Thank You slide
- *Spin4Kids Plus* blank PPT Slide – you may add your own announcements

Announcements should be made throughout the day at the beginning of each hour of your event. This is particularly helpful if you are not able to show the Power Point slide recognizing the National Sponsors. **We ask you to utilize the script we have provided on the Event Portal for instructors or your MC to read at the beginning of each activity.**

Online Fundraising Incentives

As a thank you and an incentive to get donations collected online, participants may qualify for a Sport Chek gift card. These will be determined based on online donations received by end of day March 14, 2016. Fundraising Incentive levels are as follows:

- Raise \$500 Receive \$25.00 Sport Chek gift card
- Raise \$750 Receive \$35.00 Sport Chek gift card
- Raise \$1,000 Receive \$50.00 Sport Chek gift card
- Raise \$1,500 Receive \$75.00 Sport Chek gift card
- Raise \$2,000 Receive \$100.00 Sport Chek gift card

NOTE:

Any donations made to an individual's own efforts will be deducted, as per Canada Revenue Agency.

Event Day Materials

All HOST CLUBS should have received their event day materials by this week. These include:

- **From New Era Grafix**
 - Participant T-shirts
 - Balloons
- **From Sportswood Printing**
 - Large & Small National Sponsor Signs
 - 3 Large GoodLife Kids Foundation Information Signs
 - Photo Frame

If you have not received these items, please contact Sondra Diebold sdiebold@goodlifekids.com.

Event & Club Fundraising Standings on Spin4Kids.com

Check out where your Club ranks on the Event and Club Standings on www.Spin4Kids.com, listed under the Fundraising tab.

Note: Standings are based on individual Club fundraising and include online donations only. For updates on Multiple-Club Event fundraising totals, please visit the Event Page.

Deadlines for Submitting Funds

Please make note of these important deadlines:

- **Tuesday, March 8th** – All funds collected must be deposited into the GLKF RBC bank account by 11:59PM
- **Monday, March 14th** – This is the cut-off date for participants to be eligible to receive incentives based on their online verified fundraising totals
- **Friday, March 18th** – All Pledge Forms, Deposit Slips and Participant Waivers must be submitted to GLKF using the GLKF Envelopes provided to you

NOTE: *Additional envelopes can be ordered through WORKFLOW SKU: GLKF Envelope Large*

Waivers

Participants who have registered online have already accepted the waiver so there is no need to have them sign one. However, anyone arriving unexpectedly or anyone who has not registered online at www.spin4kids.com **MUST** sign a waiver before participating. The 2016 Event Waiver can be found on the [Event Portal](#) and [GoodLife Connect](#).

Note: Any participants under the age of 18 must have a parent/guardian sign a waiver for them prior to taking part in event activities.

Accepting Donations at the Front Desk

Please do not to accept credit card donations through the Club's Moneris system. Only accept cash donations or cheques made payable to GoodLife Kids Foundation.

Pledge Forms

Please record in-club donations on pledge forms found on the *Spin4Kids Plus* [Event Portal](#) and [GoodLife Connect](#). Donations of \$20 or more are eligible for a tax receipt; however, we require **full donor information** in order to issue tax receipts.

Youth Participation

If you are hosting an activity in-club that includes children the following must take place:

- Notify GoodLife Kids Foundation with details for the activity.
- If the child is under 12 years a parent/guardian must be present with the child at all times while they are in the Club.
- The parent/guardian needs to sign one of our event waivers for the child (available on the [Event Portal](#) and [GoodLife Connect](#)).
- The parent/guardian is responsible for the fundraising component of the activity.
- For younger participants, parents are urged to use their best judgement on whether the activity is appropriate for their child.

WIN4!KIDS

Final week to vote!

The 10 lucky finalists in this year's Win 4 Kids contest have been announced! From now until March 4th, you can support your favourite finalist by submitting your vote at win4kids.com. Every finalist is a winner, but number of votes will determine the prizes! There is one national grand prize of \$25,000 for the organization with the most votes, along with three prizes each of \$12,000, \$8,000, and \$5,000.

View Finalist profiles and submit your vote today! Join the conversation on social using #Win4Kids.



Current Event Stats

218 Clubs taking part
at
68 Event Locations
raising
\$333,565 in online donations

Let's get social

LIKE US ON FACEBOOK
FOLLOW US ON TWITTER
#Spin4Kids

The final issue of the Spin4Kids Plus newsletter will be published on February 3rd.

OUR VISION:

FOR EVERY CANADIAN KID TO
HAVE THE OPPORTUNITY TO LIVE A
FIT AND HEALTHY GOOD LIFE

GoodLife
KIDS
FOUNDATION®



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