

**Saturday, March 4, 2017****www.spin4kids.com**

### **THREE WEEKS AWAY!**

We are almost just over three WEEKS from *Spin4Kids* 2017! Time to focus on fundraising and continue to recruit Teams and Participants. Start thinking about what your Event Day will entail: Do you need volunteers? Have you secured donations from any vendors that you may require?

### **Photos and Videos**

We are always looking for photos to be used in future promotions for *Spin4Kids* 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. Now is a good time to recruit a volunteer photographer if you haven't already!

Please post your photos to [GoodLife Connect](#) > Picture Library > 2017 Spin4Kids > Your Event's Folder.

### **Important Updates**

#### **Handling and Depositing Funds Raised Through Spin4Kids**

Funds raised through *Spin4Kids* are a separate source of income and are to be kept entirely separate from any income from Club sales.

**All Spin4Kids funds must be deposited into the GoodLife Kids Foundation Royal Bank account ONLY (NOT at TD Canada Trust), using the GoodLife Kids Foundation deposit slips sent to your Assistant General Manager mid-January.**

#### IMPORTANT

- ONLY Cash or Cheque donations may be accepted in-Club for GoodLife Kids Foundation.
- Debit and Credit Card donations via the Moneris system may NOT be taken. If donations via Moneris have been taken in error, please email [burrows@goodlifekids.com](mailto:burrows@goodlifekids.com) and [accounting@goodlifefitness.com](mailto:accounting@goodlifefitness.com) ASAP.
- Donations should NOT be entered in Care or Exerp.
- Do NOT use GoodLife Fitness deposit slips or include donations with your regular daily deposit.

Your step-by-step instructions for properly depositing funds raised for Spin4Kids are on the next page.

## Step-by-step: Depositing funds raised for *Spin4Kids*

Spin4Kids deposits must be completed by end of day on the Tuesday immediately following the event (**Tuesday, March 7, 2017**). Deposits are completed as follows:

1. Once you have a minimum of \$100, complete a [GoodLife Kids Foundation](#) deposit slip.
2. Visit your nearest [ROYAL BANK](#) branch to make the deposit.
3. Ensure the teller gives you a stamped copy of the deposit slip.
4. Scan a copy of the deposit slip and any accompanying pledge forms.
5. Send an e-mail to [lburrows@goodlifefitness.com](mailto:lburrows@goodlifefitness.com) to notify of your deposit, your name, Club name, Club number and date of deposit – attached scanned copies from step 4.
6. Send the deposit slip to GoodLife Kids Foundation at Home Office, using the GLKF envelopes (available at no charge on WorkFlow). Completed pledge forms should accompany the deposit slip.

**\*\*Never shred any documents for GoodLife Kids Foundation.**

## Please Remember...

- **Accept cash and cheques only.**
- Cheques must be payable to GoodLife Kids Foundation.
- Do not send cash in courier to GoodLife Kids Foundation at Home Office.
- Include all completed pledge forms to GoodLife Kids Foundation at Home Office. Ensure each form is labeled on the back with Club name, number, and event date.
- If a deposit is made to the GoodLife Fitness TD Canada Trust account in error, immediately contact: Lisa Burrows ([lburrows@goodlifefitness.com](mailto:lburrows@goodlifefitness.com)) AND [accounting@goodlifefitness.com](mailto:accounting@goodlifefitness.com).
- Final *Spin4Kids* deposits must be made by **Sunday, April 30**, in order to count towards Top Fundraiser Awards.
- If you run out of deposit slips, the ROYAL BANK can prepare one for you when you provide the following information:

Payable to the account of GoodLife Kids Foundation  
Bank Number 003  
Bank Transit 02722  
Bank Account 109-386-3

## Income Tax Receipting

Income tax receipts may only be issued from GoodLife Kids Foundation. For cash and cheque donations, this will occur after your event, once all funds and completed pledge forms are received. Please allow eight weeks from your fund submission for income tax receipts to be issued. **PLEASE SEND COMPLETED PLEDGE FORMS WITHIN TWO WEEKS AFTER YOUR EVENT.**

### What We Can Receipt:

- Cash/Cheque donations of \$20.00 or more – complete name and address of the donor are required in order to receipt.

### What We Cannot Receipt:

- Donations of prizes, auction items, services, food, beverages.
- For the purchase of an auction or draw item, Personal Trainer services as result of a draw or auction as the donor has received something in exchange for their donation.
- Sponsorship contributions in which the sponsor receives a benefit such as recognition of their support.

## Event Day Materials

Event day materials (shirts, signage, balloons, etc.) should arrive to **HOST CLUBS ONLY** by **Friday, February 17, 2016**.

If you do not receive these materials by **Tuesday, February 21**, please contact [sdiebold@goodlifekids.com](mailto:sdiebold@goodlifekids.com).

## Shipping from Sportswood Printing

- 1. National Sponsor Recognition Signs**
  - Two sizes - table top and floor stand.
  - Display on check-in desk and in high traffic areas.
- 2. GoodLife Kids Foundation Info Signs**
  - Three different signs.
  - Place in prominent areas including studio.
    - entrance or front of the studio (please do not place on stage).
- 3. Social Media Photo Props**
  - Set up a photo booth area at your event.
  - Post photos on Facebook, Twitter, Instagram.
  - Use #spin4kids and @GoodLifeKids (@GoodLifeKids\_Fdn for Instagram).

## Shipping from New Era Graphix

- 1. 2017 Spin4Kids Participant T-shirts**
  - All participants will receive one.
  - Those who registered before **Monday, January 30** will receive their preferred size and style (both Unisex and Ladies provided).
- 2. Spin4Kids Balloons**
  - You've been sent a selection of foil balloons to help create a party atmosphere for your event.
    - 6x Round Red with *Spin4Kids* logo
    - 6x Round Purple with Spin.Groove.Move.
    - 8x Silver stars (blank)
  - Visit your local party store to have them inflated with helium. Talk to the party store about donating the helium, string and weights (using the donation request letter from the [Event Portal](#)). Ask for the balloons to be arranged into bunches of five. You have enough for four bunches of five balloons.
  - Use them:
    - To highlight the entrance to your event space.
    - Draw attention to refreshment or prize table.
    - Decorate the stage around your Instructors.
    - Highlight your check-in desk.
- 3. Spin4Kids Buffs**
  - NEW this year, Buffs are for Team Fundraising incentives for Teams raising \$1,000 or more.
  - Instructions for distributing buffs are included in the shipment.

## How to distribute shirts to participants when they check in

- Use the 'Spin4Kids 2017 T-Shirt Report' spreadsheet (sent to Event Leaders by **Monday, February 13**) to set aside t-shirts for anyone who was guaranteed their size/style. *This should be done before any shirts are given to Event Leaders, Volunteers, Instructors, etc.*
- Identify participants with a guaranteed t-shirt on ALL copies of your participant list that will be used at your check in desk.
- When these participants arrive, ensure they are given the shirt(s) they've requested.
- All other participants will receive sizes and styles on a first come, first served basis.
- Any shirts left over after the event can be kept at the Club for Member referrals. **DO NOT SHIP THESE BACK TO GOODLIFE KIDS FOUNDATION OR NEW ERA GRAFIX.**



## Let's get social

LIKE US ON FACEBOOK  
FOLLOW US ON TWITTER  
#Spin4Kids

### Current Event Stats

**2,787** Registered Participants  
on  
**515** Teams  
from  
**215** Clubs  
at  
**66** Event Locations  
raising  
**\$135,044** in Online Donations

### OUR VISION:

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

GoodLife  
**KiDS**  
FOUNDATION®

519-661-0190

GoodLife®  
**SPiN4**  
**KiDS**

**Sondra Diebold**

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