



# SC FitMe



## Suggested Timeline & Checklist for your SC FitMe Event

### Before your SC FitMe Event:

- Set the date! Get on your school calendar!
  - Speak with your administrator (See talking points and videos to help in the SC FitMe teacher tools - <https://scahperd.org/SC-FitMe>)
- Determine goal for your fundraising event i.e. purchase physical education equipment, Improve recess area, order an additional AED machine for the school, purchase equipment for outdoor fitness trail – make it specific to your schools' needs.
- Determine if your school will “pay it forward” to a local non-profit, you would like with whom your school will partner. I.e., If you have a special needs class you may want to give 10% to the Special Olympics, local diabetes association if someone at your school has the disease, local children’s shelter...involve your students in making the decision. Make it personal for your students, school and community.
- Register your event at <http://bit.ly/SCFMregistration>
- Sign and return Memorandum of Agreement (MOA) to SCAHPERD. You will receive this when you register your event with SCAHPERD.
- Contact your chosen non-profit (if your school chooses to “pay it forward”)

### 4 Weeks before your SC FitMe Event

- Submit school logo (high resolution) to Shannon at [scahperd@columbiasc.edu](mailto:scahperd@columbiasc.edu)
- Begin to compile/create information for event web page. View other SC FitMe webpages at <https://scahperd.org/SC-FitMe>.
- Decide on event incentives (Ideas on SC FitMe teacher tools - <https://scahperd.org/SC-FitMe>)

### 2-3 Weeks before your SC FitMe Event

- Submit all information for event webpage to Shannon at [scahperd@columbiasc.edu](mailto:scahperd@columbiasc.edu)
- Begin to record morning announcements and/or make a list of daily announcements for school “news show” or newsletters
- Create SC FitMe unit outline (ideas at <https://scahperd.org/page-18097>)
- Prepare event promotion information to be sent home, including social media post and newsletters.
- Display event promotional information throughout school – posters, bulletin boards, school marquee
- Plan your culminating SC FitMe event
- Order incentives (if appropriate)

### Week 1

- Have SC FitMe event kick-off
- Send home information to parents (collection envelopes, if being used), promote in classes, etc. (examples at <https://scahperd.org/page-18097>)

### Week 2

- Send home reminders - notes, emails, social media, school newsletter, school marquee, etc.

### Week 3

- Send reminders

### SC FitMe Event Day

- CELEBRATE!

### Weekly/Daily Messaging:

- Consistently give updates on SC FitMe goal progress.
- Promote event (Newsletter, Website, Facebook, Marquee, Twitter, Text, Phone, Email, etc.)

## Wrap-Up

- Count donations and convert cash and checks to one check that will be mailed to **SCAHPERD/SC FitMe, 1301 Columbia College Drive, Columbia, SC 29203**. SCAHPERD cannot accept personal checks.
- Publicize final update of the event to students, parents and non-profit.
- Distribute and complete all student, class, school incentives
- Complete *SC FitMe* Summary Sheet at <http://bit.ly/SCFMsummaryform>
- Write “Thank You” notes to volunteers, community partners, administration and others that help your event be a success.
- Reflect on what worked, what did not work, start to brain storm for next year and GET ON THE SCHOOL CALENDAR FOR 2020-2021!

Here’s to an outstanding **SC FitMe** Event! Contact SCAHPERD if you need any assistant or have any questions. Contact us at [scahperd@columbiasc.edu](mailto:scahperd@columbiasc.edu) or Kym Kirby at [kkirby@lander.edu](mailto:kkirby@lander.edu).