

Bates Blast Fun Run Checklist and Report

What: Major Fundraiser

When: Occurs at end of September/Beginning of October – early in year as possible

Planning: Before school end or during summer break:

1. Form a committee and select a Chairperson
2. Pick a date working with Bates PE teacher
3. Contact via US mail Sponsors (see attached letter & list) about sponsorships
4. Contact Busch's (August 1st) & Meijer's about water and Gogurt donations
5. Contact *Under Ground Printing* about T-shirts

2013 T-shirt Information:

Contact person: Megan Kearney

mkearney@undergroundshirts.com

734-274-6124

Order #169832

We ordered 352 kids shirts, some adults ordered, and paid for their own shirts

K-Gold

1st Light Blue

2nd-Red

Shirt sizes run true to size

Youth XS (4-6); S (6-8); M (8-10); L (10-12); XL (12-14)

Price for front and back printing (1 color ink was \$4.32 and \$4.78 depending on color & size)

Once school starts:

1. Send pledge sheets and letters explaining run home with each student (see attached)
2. Get student T-shirts sizes from teachers, tally sizes, double check and place order
3. Order race ribbons
4. Plan race course
5. Plan each class' race time
6. Get volunteers via Sign-up Genius
 1. We asked for 3 set-up and 3 clean-up people
 2. 3 volunteers per class
 3. 2 people to work 1 of 2 (1.5) hour shifts serving water and Gogurts

One or two days before race

Pass out T-shirts (previously sorted and organized)

Day of Race

1. Set up post-race snack station
 - a. Use 5 gallon water coolers-Start with 1 cooler, get more as needed
 - b. Fill Dixie cups and snip Gogurts open
2. Collect pledges- these will be sent to the office
3. Organize volunteers
4. Have fun

After the Race 1-2 weeks after

1. Send Thank you's letters to Sponsors
2. Record amount of pledges
3. Prepare report of events, revenues and expenses
4. File report in Events Folder

Deposits: \$10, 790

(\$800 raised from sponsorships by local businesses (see attached))

Expenses

1. **Mailing & Printing supplies & postage:** \$103.00
2. **Water Bottles*** (52)-\$60 (*Brust Orthodontics donated 300 water bottles and by time school started we had 352 students and had to order a few additional-this will not be a re-curing cost*)
3. **T-shirts:** \$1750.76
4. **Ribbons:** Ribbons Galore, 360 ribbons for \$175.93, took approx. 2 weeks to make/deliver
5. **Flags:** MF Athletic and Performance, 400 ft. for \$73.00, 3 days to deliver - being stored by Heidi Biggs
6. **Sign and cut outs:** Approx. \$50.00 for wood, paint \$24.83, - being stored by Heidi Biggs
7. **Wood stakes for flags:** 50 for \$24.34 - being stored by Heidi Biggs
8. **Storage Tote:** \$21.18
9. **Balloons:** 12 from Country Market for 12.72
10. **Gogurts:** Meijer donation \$150 gift card: 400 Go-Gurt tubes and ice: \$107.98 (on sale)
11. **Cups & napkins:** we used 6 oz. Dixie cups and napkins from our surplus supplies in the storage room

Total revenue for Bates: \$8482.70