



Teacher Instructions

Thanks for helping organize the first annual *Run for Sabin School*. This year, the Sabin PTA is organizing the race rather than working through Run for the Arts and Young Audiences. Also, students can find sponsors and collect pledges online as well as through the paper forms. Please see the Q&A for more details about these changes. Below, you'll find instructions on how to prepare for the run. If you have any questions, please contact Sarah Shine at sarah.shine@gmail.com or Deborah Pleva at deb@plevaconsulting.com.

Before the Run

When the materials about the run are being distributed, you will receive an envelope with:

- Extra Sponsor Pledge Forms
- Extra RFSS Information Packets
- Labels for each runner for the day of the run
- Class list for marking who has turned in forms and number of laps run.

Talk to your class about the run and the fun incentive prizes:

- The money raised will help all students at Sabin School succeed.
- This year, you can have donors pledge money online or using the form.
- All student runners receive a t-shirt for participating.
- The male and female runners with the most laps in each grade receive a ribbon.
- The class that runs the highest average number of laps per student wins the Fastest Class Trophy.
- Finally, the class that raises the most money receives a pizza party and the Top Fund Runners Trophy.
- The trophies will be displayed in the winning classes' room until the next *Run for Sabin School*.

Collect completed Sponsor Pledge Forms and keep them in the envelope in your room.

The day before the run remind students to:

- Check the weather and dress appropriately. They should wear running shoes and comfortable clothes.
- Bring a water bottle labeled with their name.
- Turn in their Sponsor Pledge Form. Even if they have only received pledges online, they need to turn in this form.
- Hand out the participant t-shirts. If you need to exchange sizes or have extra, please send the extras and your missing sizes to the office. We will do our best to accommodate everyone. Have the students either leave them in the classroom to change into the next day or take them home and wear them the next day. (Participants aren't required to wear the t-shirts to take part in the event.)

Day of the Run

- Collect all of the remaining forms. If a student doesn't have a form, help him/her fill out a new one with his/her name, teacher and grade level.
- Brief the students about the run:

- Explain to the students that they will receive a sticker on their back. They will receive one tally mark for each lap they run.
- The run route goes around the entire south grass field, on the outside of the fence. It is ¼ mile.
- The run lasts 30 minutes.
- When the run finishes, your students are to find you and return to the classroom.
- Along with your parent volunteer, help get the kids ready to run:
 - Place tally stickers on backs of their shirts.
 - Check to be sure the runners' shoelaces are tied.
 - Help the kids fill their water bottles.
 - Collect the water bottles in a lunch tub or have the students carry their own bottles.
- Bring students down to starting line on the south side of the school near the covered area basketball courts at least 5 minutes before their start time.
- Cheer on runners during the 30-minute run!

After the Run

- If the weather is nice, feel free to keep your students outside for some cooling down, stretching, or a class snack. Keep in mind that another group of participants will be lining up to run, so it's not a time for free play. The Sabin Nature Playground on the north side of the school may be available.
- Your assigned parent volunteer will enter the number of laps completed on the Sponsor Pledge Sheets and on the Class Tally List.
- Please return the sponsor sheets to the students by the end of the day, so they can take them home and collect their donations.
- When students return their pledge form with money, please deliver it to the office. The secretaries have a secured collection area or you can place it in the PTA locked mailbox.

Thanks again for your support to make our first *Run for Sabin School* a success and in turn supporting the success of all Sabin students!