Welcome to the 2018 Young Audiences' Run for the Arts!

Thank you for signing up for the Run for the Arts. In this packet you will find many resources you need to complete a successful Run. Please review the information carefully and contact us if you have any questions.

Table of Contents

Additional Documents
(also available at ya-or.org)

- Team Leader explanation and goals sheet
- Parent Letter
- Memo to Runners
- Memo to Teachers
- Memo to Volunteers
- Request for sponsorship (letter to local businesses)

> Great job for
> a volunteer!

Items listed below must be returned to Young Audiences no later than:
Friday, May 4th, 2018

1. **Prize Order Form** – Make a copy for your records.
2. **Collected Funds Envelope** - Labeled for your convenience.
3. **Evaluation Form** - Your feedback helps us improve the Run for the Arts experience.

Spring 2018 Timeline Worksheet

Specific Run for the Arts dates are left to the discretion of the school; however, coordinators *must meet the project closing dates* to ensure that prizes arrive on time.

Step 1: Enter your school's Run for the Arts date (suggested dates are March 1st-April 20th, 2018):

Step 2: Complete the chronological timeline worksheet below starting with your school's Run for the Arts date. Each section corresponds with a checklist on the following pages.

Pledge Period Begins/Distribute Sponsor Sheets to Students:

Consider scheduling an artist to "kick-off" your school's Run activities.

Call Young Audiences' Operations Manager: (503) 225-5900 ext. 231.

_____

Pledge Period

Allow a minimum of two weeks for students to gather pledges ONLINE or IN PERSON

_____

Collect Sponsor Sheets: Pledge Period Ends

Sponsor Sheets must be collected at least one day prior to your school Run.

_____

Your Run for the Arts Date

Return Sponsor Sheets to students immediately following their Run
(suggested run dates are between March 1st and April 20th 2018)

Run date: _____

Alternative date: _____

Collection of Funds

Allow students a minimum of two weekends to collect funds ONLINE or with IN PERSON

_____

Coordinator Wrap Up

At least 4 days prior to the project close date, collect all funds and sponsor sheets and prepare final reports.

Funds donated online are automatically deposited into your account.

_____

Return Materials & Funds

Coordinators bring or ship via UPS all final materials and funds to:
Young Audiences, 1220 SW Morrison Street, Suite 1000, Portland, OR 97205
Hours: 9:00AM to 5:00PM

Need to arrive at YA by

Friday May 4

These dates ensure prizes arrive at your school prior to the end of school year.

Week by week checklist

(Coordinators' Guide)

Getting Started

☐ **Plan your timeline**

Use the *Timeline Worksheet* on page 2 to set your schedule and know when to distribute *Sponsor Sheets.* Announce the timeline now to teachers, parents, and volunteers.

☐ **Inform the Faculty**

Complete the school-specific sections of the *Memo to Teachers* and distribute the letter to ensure that faculty understand the Run for the Arts.

☐ **Recruit Volunteers**

See the *Volunteer Guide* for details; mail or email the *Memo to Volunteers* to confirm

☐ **Recruit student Team Leaders and distribute goal sheet**

See the goal sheet in this packet for more details.

☐ **Send letters to potential community supporters**

Available on our website and in this packet is a "fill in the blank" template for requesting donations from local businesses. Connect with your school's principal about what can be offered to businesses who donate. Thank them in a school newsletter? A sign with their logo visible on Run day?

☐ **Arrange for Students with Disabilities**

In some schools, students with disabilities participate with assistance from classmates, or by choosing alternate activities such as swimming laps.

☐ **Promote your Run**

You can impact the success of your run by letting your community know it is happening. Here are a few ideas: (See *Building Community Support* for more!)

- o Five posters are enclosed for you to display at your school and in your neighborhood. More posters are available by request.
- o Work with Team Leaders to feature the Run in a school display case.
- o Plan a kick-off assembly featuring a guest performer or student talent.

Pledge Period Begins (My dates: _____)

Allow around **two weeks** for students to collect pledges

☐ Distribute Sponsor Sheets, Letter to Parents, and Memo to Runners

Complete the school-specific sections on the *Letter to Parents* (at the back of this packet) and *Memo to Runners* (at the back of this packet). Distribute the letters and *Sponsor Sheets* to homeroom classes. (Translations of the *Letter to Parents* in several languages can be downloaded from Young Audiences' website at: ya-or.org/run-for-the-arts/materials).

Encourage students to sign up for ONLINE DONATIONS at **runforthearts.ya-or.org**

This should be included on your school's website or Facebook page, in e-mail newsletters or other parent communication. Online donations are automatically deposited and you will not have to process them.

☐ Have students complete the Registration Form (on the Sponsor Sheet)

This information is very important and must be complete and legible. Review procedures with students and emphasize the following:

1. Sponsor Sheets

   a. All students **must** have a signature from a parent or guardian to participate in the Run for the Arts.

   b. The minimum per lap pledge is $0.25 and the suggested minimum flat donation is $1.00.

   c. Students cannot sponsor each other.

2. Prizes / Scoring

   a. Prizes are awarded based on points earned, rather than the amount of funds raised. This allows students to earn prizes according to participation efforts, regardless of their neighborhood economy.

   b. All participating students will receive a Run for the Arts color changing pencil.

   c. Students earning 30 or more points will receive a Run for the Arts t-shirt.

   d. A school-wide 1st and 2nd Grand Prize winner will be awarded to the student with the most points.

Ideas from Successful Run Coordinators

Some schools have opted to award T-shirts differently based on requests from parents. We want this process to make sense for your school. If you find that having parents purchase T-shirts instead of having students earn them based on points works best for your school, please do that. The thing to keep in mind is consistency. It is important to choose one method OR the other. There will be issues if some students are earning points while other students are able to buy the prizes.

One Week Before Your Run (My dates: _____)

☐ **Set the Course**

Designate and measure the lap course.

A lap should be approximately

1/4 mile in length (1,320 feet = 1/4 mile)

> **Ideas from Successful Run Coordinators**
> While the course must be ¼ mile, it does not need to be a circle! Don't have a track? Measure the distance around the block, through the park, or in the gym. (5-6 gym laps is equal to ¼ mile)
> One school even did their Run through their school hallways when it rained.

☐ **Schedule Course Times**

Students have a maximum of 30 minutes for their run. Larger schools may wish to divide classes or grades into heats (e.g., 10:00 – 10:30, 10:45 – 11:15). Students with special needs may require alternate lap structures or time limits.

☐ **Organize Lap Counters**

Determine how you will count runners' laps.

> **Ideas from Successful Run Coordinators**
> - Runners carry or wear a personalized card to be hole-punched or tallied **each time they** complete a lap. At the end of the Run, the marks are counted to determine how many laps each student completed.
> - Color code the cards and lap counting stations (Ms. Jones' class is blue and stops only at the blue volunteers). Avoid bottlenecks during lap counting by having stations set at intervals around the course.
>
> **Do you have a great way of counting laps? Please let us know!**

☐ **Do you have volunteers in place?**

☐ **Have you distributed your Run for the Arts posters?**

☐ **Have you met with your school's student Team Leaders?**

Two Days Before Your Run

☐ **Remind students that all *Sponsor Sheets* must be turned in the day before the Run.**

The Day Before Your Run = *The End of the Pledge Period*

☐ Collect Sponsor Sheets

Have Teachers Process Students' Sponsor Sheets:

1. Double-check the Registration Form on the bottom of each *Sponsor Sheet*. Make sure all students have the following information:

   a. Participant's name, school, and grade

   b. Parent's signature

Did the student remember to fill in a t-shirt size? If this section is incomplete, make a guess or remind students to fill it in when sheets are returned following the Run.

☐ Have Teachers Prepare Scoring Worksheets

The *Scoring Worksheet* is an important tool for prize distribution. You will use it to record runners' completed laps, number of paid sponsors, and their point totals. This can either be done while you have the sponsor sheets collected now, or can be done at the end of the "collection of funds" phase.

To prepare the scoring worksheet, list the names of all participating students. As most schools have students run in groups by class, it is best to use 1-2 worksheets per class. If students are grouped in other ways, make arrangements accordingly.

If you need additional copies, this form can be downloaded as an Excel file from Young Audiences website: www.ya-or.org/run-for-the-arts/materials

Ideas from Successful Run Coordinators

- Processing the *Scoring Worksheet* can either happen while you have the *Sponsor Sheets* collected during the Run event, or at the end of the "collection of funds" phase when you again have the Sponsor sheets collected. Please choose what makes the most sense for your school

- Some schools will set up "scoring stations" at their Run event. A line of volunteers will prepare the scoring worksheets while the students are running. When the students finish, their tally sheets (number of laps) are turned in to the table and the volunteers automatically update the scoring sheets with the number of laps ran.

- Some schools have each individual teacher record their students' information at the end of the collection of funds.

- Regardless of when you choose to record them, this is a great job for volunteers.

Day of The Run (My date: _____)

☐ **Check in Student Runners**

Check students in and make sure they understand how laps will be counted.

☐ **Complete the Run**

If you take photos during your run event, please consider sharing them with Young Audiences by using **#RunForTheArts** in your social media posts, or emailing us at **youngaudiences@ya-or.org.**

☐ **Collect Lap Counts**

Have teachers gather lap count cards and match them to student *Sponsor Sheets*. Consider stapling them, or recording laps on sheets right away.

☐ **Tally & Record Lap Counts (great opportunity for volunteers!)**

When all lap cards are collected, record the number of completed laps on the *Sponsor Sheet* and the *Scoring Worksheet*. Taking the time to complete this step now will expedite processing later.

☐ **Return the Sponsor Sheets to Runners**

Students will use their *Sponsor Sheets* when collecting pledges. Some coordinators choose to distribute the *Memo to Runners* again to remind them of deadlines.

Ideas from Successful Run Coordinators

- Music: Set up speaker systems outside during their runs. You can also use music as a way to warm up.
- Costumes: One school does their Run event the day before Halloween and encourages students to wear costumes for the event.
- Water station: Consider setting up a table for water bottles off to the side. You can even have a team leader help run this table and keep it organized.
- Signs: Have a sign making station for parents who come to cheer on runners.
- Snacks: Could your school provide a treat for after the run? Oranges, popcorn, popsicles.
- Include students in the decision: Have a way to vote on which art experience comes to your school, the most popular choice will be booked with the funds.

Collection Period (My dates: _____)

☐ **Track Funds Received**

- Checks should be made payable to <u>Young Audiences</u> or <u>Run for the Arts</u>. These checks cannot legally be deposited into your school account. Any checks written to your school must be endorsed over to Young Audiences.
- Bank all cash in your school account. Write a single school check to Young Audiences for the total amount of cash received.

☐ **Announce the End of the Collection Period**

All funds turned in after the deadline are added to the school's total Run account, but may not be considered when determining prize eligibility.

Coordinator's Wrap-Up

☐ **Look over your online donation report.** We will send each school a report of all online donations at the end of April. All online donations are deposited directly into your school's account; you do not need to process them.

☐ **Complete *Scoring Worksheets* and Return Materials to Young Audiences.**

1. If you have not already, transfer runner information from the *Sponsor Sheet* to the *Scoring Worksheet* (name, # sponsors including online sponsors, # laps, T-shirt size, $ recv'd)

2. Calculate each runner's score on the *Scoring Worksheet* using the point formula:

# of paid sponsors (including online) ___ x 2 =_____

+   _____ *# of laps completed*

=   _____ *Points scored*

For Example:

Paid Sponsors   *Laps Completed:*
1. Grandpa   *6. Aunt May*   *11*
2. Mrs. Patel   *7. Uncle Owen*
3. Mr. Patel   *8. Marvin Neighbor*
4. Uncle Gary   *9. Corner Store Owner*
5. Suzy Neighbor   *10. Mom*

*Paid sponsors 10 x 2 =__20_____ + 11 of laps completed =   31 **Points scored***

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3. Prize Order Form

    a. Complete the top part of your *Prize Order Form* including your correct shipping address, your coordinator information, the total dollar amount your school raised, and your current school enrollment.

    b. **Participation Awards**: All participants (who get at least one paying sponsor and run at least one lap) will receive color changing pencils.

    c. **Prize t-shirts**: All students who earn **30 or more points** receive a Run for the Arts prize t-shirt. Use your *Scoring Worksheets* to total the number of officially earned prize t-shirts (by size) for your school.

    d. **Grand Prizes**: By comparing the scores of all participants, identify the highest score (1st grand prize) and second highest score (2nd grand prize). If you have ties, duplicate prizes will be awarded. These students will receive gold and silver medals, tickets to a local exhibit or show, and a drawstring backpack with art supplies.

    e. **Student Team Leader Medals**: If your school has Student Team Leaders, complete the number and type of medals they have earned. The score for Leadership medals is based on the number of completed goals from the *Team Leader Goal Sheet*. (Eight or more completed goals = gold; four or more completed goals = silver)

    f. **Additional T-shirts.** If your school wishes to purchase any additional t-shirts ($9 each), include these with the earned prize t-shirts for a grand total on the *Prize Order Form*. Please double-check your numbers prior to filling in the form.

4. Funds

    a. Contact students who have not turned in pledged funds.

Remember:

- All checks must be made payable to **<u>Young Audiences</u>** or **<u>Run for the Arts</u>** and cannot be legally deposited into your school account.
- Any checks written to the school must be **endorsed to Young Audiences**.
- **DO NOT TURN IN CASH TO YOUNG AUDIENCES**. Bank all cash in your school account and write a single school check to Young Audiences for the total amount of cash received.
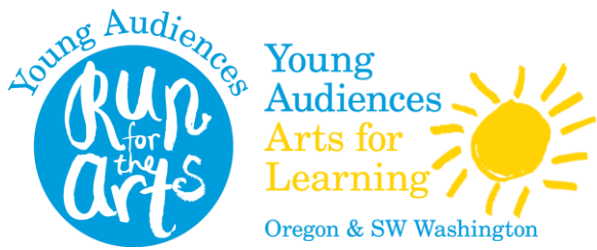
Return of Materials & Funds

☐ **Package all items to be returned**

1. Prepare a bundle of checks including:

   a. Checks written for pledges and contributions (including school checks).

   b. Checks written to cover costs of additional T-shirts ordered

2. Prize Order Form. Make a copy for yourself and turn original in to Young Audiences

3. Complete the *Project Evaluation*. Your feedback helps Young Audiences improve the Run for the Arts!

☐ **Sponsor Sheets**

If you are dropping items off at the office, please turn in the *Sponsor Sheets* to Young Audiences when turning in funds. Young Audiences will hold the forms for a minimum of 3 months in case students or parents have questions regarding prizes or points earned.

How to turn in materials:

Bring or mail materials to:

Young Audiences
1220 SW Morrison Street
Suite 1000
Portland, OR 97205

We are open weekdays between 9 am and 5 pm. We are on the 10th floor at the address listed above. The elevator doors open directly into the office. If you stop in, please say hello! We love to meet our coordinators.

When Prizes Are Delivered

☐ Please count all items. Compare this count with what you ordered BEFORE you begin handing out any prizes.

☐ Determine who gets what by referring to your copy of the Run for the Arts *Prize Order Form* and your *Scoring Worksheets*.

☐ If **we** have incorrectly delivered, we will attempt to correct the problem as soon as possible. Allow 3-7 business days for re-delivery. Call us at: (503) 225-5900 ext. 235.

☐ If **you** have ordered incorrectly, we will do the best we can to supplement your order, but cannot guarantee that replacement prizes will be available. Call us at: (503) 225-5900 ext. 235 with questions.

Congratulations, you've done it!

Ideas from Successful Run Coordinators

Consider planning a Run for the Arts award assembly to celebrate your school's success.

Call 503-225-5900 x231 to schedule a performance for your assembly.

Run for the Arts is a trademarked project. It is the property of Young Audiences of Oregon and it can be administered only by and with the permission of the organization.

Online Donations

How does it work?

- Our online donation platform can be found at **runforthearts.ya-or.org**

- Schools should **share a link** to this web address to families on social media, through e-mail newsletters or however they contact parents. We have included it in the parent newsletter and on the sponsor sheets.

- Families **register their runner** on **runforthearts.ya-or.org**. There are default pages or they can customize their page.

- Instead of going door to door, families can **collect sponsors** by sharing a personalized fundraising link that will lead friends and family directly to their child's page. (Easier for parents/caregivers!) Donors can also donate generically to the school of their choice, or to an equity fund that will support Title 1 run schools.

- All funds donated online are **deposited directly** into your account without you having to process them. (Easier for schools!) You can access these records at any time by logging in to the **runforthearts.ya-or.org** site. Your password will be emailed to you.

- In order for online sponsors to be counted towards a runner's total, they need to write the number of online sponsors and total raised on their *Sponsor Sheet.*

- Young Audiences will provide your school with a report of all online donor activity after donations have come in.

What are the school's responsibilities?

- Please **share the online donation platform website** with families in any way that you normally communicate with them. Providing a direct link is helpful. The more families who opt to collect donations online, the fewer donations you will have to process in house.

- Please provide us **feedback**. This is a new system and we want it make your lives easier!

Is a donor's information safe?

- All credit card processing happens through Paypal and transactions are secured.

Tips for Building Community Support

Your participation in Young Audiences Run for the Arts is a great way to build visibility and community support for your school's arts programs. Local businesses, churches, community organizations, and neighborhood groups can rally enthusiasm and dollars for your school.

Solicit Business Support:

☐ Download a sponsorship letter template on our website for an easy way to request support from local businesses. Ask a business to support the run with a onetime gift or by matching funds raised.

☐ Classroom Sponsorship: Enlist corporate volunteers as sponsors of an entire classroom.

Run Day Snacks. Many local grocers or restaurants will donate treats and volunteers to hand them out. Consider asking for fruit, cookies, or juices.

Recruit Adult Runners. Ask parents, staff, or local businesses for volunteers to take *Sponsor Sheets*, collect pledges, and run with students for their Run for the Arts.

Spread The Word!

☐ Neighborhood Newsletters: Send a press release (or an email) to your neighborhood association or newspaper. Let people know what students are doing for their school!

☐ Social Media: If your school has a Facebook page, create an Event to generate interest in your Run for the Arts. Share photos, stories from local businesses, and what arts programs students hope to undertake with the funds they raise. To broaden your reach, connect with Young Audiences: (www.facebook.com/YoungAudiencesOregon)

☐ Distribute Posters: Hang the enclosed posters at your school and in neighborhood businesses, bulletin boards, churches, and community centers.

☐ School Newsletter: Include a paragraph about the Run for the Arts in your school newsletter. Consider interviewing a past participant about his or her experience. This is also a great place to recruit volunteers!

Run for the Arts Benefits

Since 1977, Young Audiences Run for the Arts has helped schools raise nearly $15 million for arts programs, supplies, and field trips. We are proud to make this service available to schools across Oregon and SW Washington at a price that is affordable and with administrative support that is easy to use.

By working with many schools across the region, Young Audiences is able to bring everyone the best prices on materials needed to make the Run for the Arts a success. From t-shirts to *Sponsor Sheets*, instructions to accounting, we are here to help you.

Young Audiences charges a 7% fee to coordinate Run for the Arts. What does it cover?

Online Platform for donations:

- o It would be cost prohibitive for a single school to take on the design and maintenance of an online donation platform and online credit card processing. Young Audiences takes on these costs as a service to the program. Already we have found that schools are raising 20% more with the online platform than without.

Discount on great programs:

- o Young Audiences wants to celebrate and grow our partnership with schools who engage in arts fundraising. We will provide a **5% discount off roster artist programs** as listed in the Educators Guide for all schools with a current school year Run for the Arts event.

Materials Design:

- o Young Audiences holds a t-shirt design contest to solicit artwork from students across the region and displays all entries online and in a public venue.
- o Young Audiences hires a professional graphic designer to transform the student artwork into new posters, *Sponsor Sheets*, and t-shirts.

Printing & Translation:

- o Printing *Sponsor Sheets*, and translating them from English into Spanish (Parent letters also available in Russian, Vietnamese, Chinese and Laotian on our website).
- o Printing promotional posters.
- o Printing coordinator packet, which includes detailed instructions on managing a Run for the Arts and templates for communication to parents, scoring sheets, etc.
- o Printing (and providing free of charge) in-school Run for the Arts banners.

Financial Accountability & Support

- o Young Audiences processes all Run for the Arts money. We verify all funds brought in by the school, cover any bank charges from returned checks and credit the school dollar for dollar for checks that do not clear.
- o Young Audiences guarantees that Run for the Arts funds are only used for arts education and arts-related expenses.
- o Young Audiences does in-house accounting for your Run funds, ensuring accurate balance information.

Network of Coordinators:

- o You are not alone! There are many other coordinators around the city having the same struggles you are with putting on a big event at your school. How can we help? What questions do you have? Let us help put you in contact with people doing the same thing.

Prizes

- o Young Audiences secures and mails prizes directly to your school, including the Grand Prize packages, Participation Awards, and coordinator t-shirts.

Incidentals

- o Young Audiences covers all shipping costs for materials to hold a Run for the Arts.
- o We cover shipping costs for prizes and postage for additional requested materials.

Tradition:

With its long history, Young Audiences is a well-known and trusted organization. Run for the Arts is a tradition for many students and families. Taking part in these events brings back wonderful memories for many who grew up in this area.

For every dollar a school raises, Young Audiences takes only seven cents – that's 93 cents per dollar that your school keeps. If your school raises $3,000, Young Audiences retains $210, leaving your school with $2,790 for arts program and supplies. The $210 fee covers everything listed above (and more!).

Student Team Leaders (student volunteers)

Run for the Arts schools are invited to select up to four students to serve as Student Team Leaders.

Who are they?

Student Team Leaders are student volunteers who rally support and enthusiasm within their school and help the Run for the Arts coordinator as student liaisons.

Benefits of being a Team Leader

- Special recognition within the school.
- A **specially printed** Student Team Leader Run for the Arts t-shirt.
- The chance to earn Run for the Arts gold and silver medals of distinction.

Instructions to Coordinators

- Work with teachers to select up to four Team Leaders. Look for qualities like **motivation**, **spirit**, **dependability**, and **enthusiasm**. These students will be a big source of support for you as you get into the Run.
- Hand out the *Team Leader Goals* sheets and let them get to work!

Volunteer Guide

Before the Run

☐ Coordinate Run day events, including finding volunteers, arranging snacks, and organizing a cheering squad.

☐ Help arrange a kick-off assembly.

☐ **Send out "Community Sponsorship" letters to request monetary donations from businesses close to your school.** See the easy fill in the blank template letter on our website or in this packet. Not sure how to coordinate this? Send your volunteers to us, Young Audiences can help get them started.

☐ Distribute Sponsor Sheets to students.

☐ Copy and distribute pre-printed letters (to runners, parents, teachers, and volunteers).

☐ Collect *Sponsor Sheets* (the day before the Run) and make sure they are completed.

☐ Talk with teachers about the benefits you see from doing the Run for the Arts. Let them know which artists and art forms your children are interested in.

Run Day

☐ Help with set up or clean-up of the run course.

☐ Count and record laps on the day of the Run.

☐ Explain to students about collecting pledges, hand out envelopes to collect funds, and make sure that due dates are clear.

After the Run

☐ Aid the coordinator in the Run for the Arts wrap-up including counting funds and completing *Prize Order Form*.

☐ Tally prize counts and t-shirt order.

☐ Help distribute prizes at the school or a special assembly.

Rules & Prizes

Eligibility

Students, teachers, school staff, parents and other volunteers may participate in the Run for the Arts. However, only enrolled students are eligible for grand prizes.

Deadlines

Each school will inform its participants of all deadlines associated with their Run for the Arts. Runners must meet all deadlines in order to be eligible for awards and prizes.

Scoring

Each participant's score is determined by the Run for the Arts point formula. This formula ensures that the focus in on active participation and that students are not rewarded solely on the financial status of their neighborhood:

> *# of paid sponsors* ____ *x 2=* _____
>
> \+   _____*# of laps completed*
>
> \=   _____ *Points scored*

Paid Sponsors

A person may sponsor a runner only once. Students cannot sponsor each other. In order to be counted toward the participant's score, each sponsor must:

- o   Be registered on the Sponsor Sheet during the Pledge Period;
- o   Contribute a suggested minimum of $1.00, or pledge a suggested minimum of 25 cents per lap;
- o   Have their payment collected by the participant (or participant's caregiver) before the end of the collection period deadline.

Contributions received after the end of the pledge period deadline will be credited to the school's Run account, but will not be considered when determining prize eligibility.

The Run

Laps must be approximately one-quarter mile in length (1,320 feet = ¼ mile). The running time limit is 30 minutes maximum for all participants. Each school selects its own Run for the Arts site.

Prizes

First and Second Grand Prizes

1st and 2nd place Grand Prizes are awarded to the students with the highest and second highest Run point totals at their school. In the case of a tie, duplicate prizes will be awarded.

- 1st Place Gold Medal of Honor or 2nd Place Silver Medal of Honor
- Certificate of Highest Excellence
- Tickets for two to a local arts based exhibit or performance
- Cinch Sack
- Art supplies
- Pencil Pouch

Run for the Arts T-shirt

Awarded for those with point totals of 30 or more scores. Note: the $9 cost per shirt will be subtracted from the school's total funds raised.

Participation Award

- Students who have at least one paying sponsor and who have run at least one lap receive a participation aware: Run for the Arts color changing mood pencil

2017 Run for the Arts Evaluation

Due on your Run for the Arts Funds Drop-off Date

Your feedback – positive and negative – helps us improve all aspects of the Run for the Arts experience. Your ideas and suggestions help us to be more effective, efficient, and user-friendly. Your evaluation is an important part of our shared success.

1 (strongly disagree) – 5 (strongly agree)

The Coordinator's Instructions and Materials are useful   1   2   3   4   5

What pieces did you use most?

Are there any resources you were looking for that are not included?

Did you know you can download many of the materials from our website ya-or.org? ☐ Yes ☐ No

If yes, did you use the online materials?   ☐ Yes ☐ No

Which templates from the coordinator packet or website were helpful for you?

(check all that apply)

☐ Parent Letter
☐ Memo to Runners
☐ Memo to Teachers
☐ Memo to Volunteers
☐ Request for sponsorship template

The prizes help motivate the students   1   2   3   4   5

What was successful or unsuccessful about your Run? Why? What best practices

What could Young Audiences do to help your Run be more successful?

How does your school distribute the Run for the Arts Prizes? Do you hold an assembly?

Would you be interested in meeting other RFA coordinators to share best practices?

How do you think this would best be accomplished?

☐ An online user group where you can post ideas and start conversations digitally
☐ A casual happy hour event or meet up
☐ A structured set of conversations about different topics (community support, day of event logistics, etc.)

What else should we know about this idea of connecting RFA coordinators?

Your Name: _____   School: _____

Date: _____

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