



Fun for the Arts 2021 Coordinator Packet

Thank you for signing up to support arts in your school! This packet contains everything you need to have a successful Fun for the Arts event. Please carefully review the information in this packet, and contact us anytime if you have questions!

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Additional Documents (also available at ya-or.org/run-for-the-arts/materials)

- Team Leader Goals Sheet
- Parent/Guardian Letter
- Memo to Participants
- Memo to Teachers
- Memo to Volunteers
- Request for Sponsorship letter to local businesses (great task for volunteers!)

Items listed below must be returned to Young Audiences no later than:

Friday, May 7, 2021

1. **Prize Order Form** – Make a copy for your records
2. **Collected Funds Envelope** – Labeled for your convenience

Please note! Fun for the Arts is a temporary, COVID-safe adaptation of Run for the Arts. All checks must be made payable to “Young Audiences” or “Run for the Arts”.



Spring 2021 Timeline Worksheet

Step 1: Enter your school's Fun for the Arts date (your school's choice between March 10-April 23, 2021):

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

Dates

Promotion and Pledge Period Begins; Distribute Sponsor Sheets to Students or Encourage Online Student Registration:

Encourage students to register on the online platform and begin seeking sponsors

School begins to promote event through calenda, school-wide emails to teachers and guardians

Consider scheduling an artist to "kick off" your school's Fun activities. Call Young Audiences' Operations Manager: (503) 225-5900 ext. 231.

Pledge Period

Allow a minimum of three to four weeks for students to gather pledges ONLINE

Pledge Period Ends; Collect Sponsor Sheets

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

Your Fun for the Arts Date

Return Sponsor Sheets to students immediately following their Fun event (suggested dates are March 10-April 23, 2021)

Fun date: _____

Alternative date: _____

Collection of Funds

Allow students a minimum three to four weekends to collect funds ONLINE

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 Prize Order & 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: 8:30 AM to 5:00 PM*

Need to arrive at YA by

Friday, May 7th

**These dates ensure prizes arrive at your school prior to the summer break.*

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Event Coordinator Week by Week Checklist

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 Fun 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 Fun event day?

Arrange accommodations for students with disabilities

Be proactive to make sure every student has what they need to participate in the Fun! In some schools, students with disabilities participate with assistance from classmates, or by creating different Fun activities.

Promote your Fun for the Arts event

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

- Five posters are enclosed for you to display around your neighborhood where you think the most people will see them. More posters are available by request.
- Work with Team Leaders to plan promotional ideas such as announcements during class or a (virtual) kick-off assembly featuring a guest performer or student talent.

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Pledge Period Begins (My dates: _____)

Allow around **three to four weeks** for students to collect pledges

- Distribute Sponsor Sheets or Encourage Online Registration at RunForTheArts@ya-or.org, Share Letter to Parents, and Memo to Participants**

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

- Have students complete the registration form on the Sponsor Sheet OR online at RunForTheArts.ya-or.org**

This should be included on your school's website or Facebook page, and in newsletters or other parent communication. Online donations are automatically deposited; you will not have to process them. The online donation platform now captures student t-shirt size and guardian signature

- This information is very important and must be complete and legible (if on the paper pledge sheet). 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 Fun for the Arts. Can also be captured on the online registration process.
- b. The minimum per minute active 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 Fun for the Arts color changing pencil.
- c. Students earning 30 or more points will receive a Fun for the Arts t-shirt.
- d. A school-wide 1st and 2nd Grand Prize will be awarded to the students with the most points.

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One Week Before Your Fun Event (My dates: _____)

Set up your Fun activities

For virtual dance-a-thon participants, YA is hosting the event on Zoom, but that doesn't mean you can't be creative with your setup! You may want to encourage students to decorate their virtual backgrounds, wear a special color or make signs to cheer each other on during the dance-a-thon. For jog-a-thon participants running a course, designate and set up your course. Consider adding motivational signs or artworks around the course.

Schedule Fun event times

Students have a maximum of 30 minutes for their run, dance or other movement activity. 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 Minute Counters

Determine how you will count participants' active minutes.

Do you have volunteers in place?

Have you distributed your Fun for the Arts posters?

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

Two Days Before Your Fun

Remind students about the virtual event on social media, e-mail, etc.

If your event is held in person, remind students that all Sponsor Sheets must be turned in the day before the Fun.

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The Day Before Your Fun = End of the Pledge Period

Collect Sponsor Sheets if applicable to your event.

Student Sponsors and T-shirt size also collected in registration if the student created a donation page at RunForTheArts.ya-or.org. Reports downloadable from coordinator dashboard.

Have teachers process students' Sponsor Sheets:

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/Guardian'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 event. T-shirt size can also be collected during online registration.

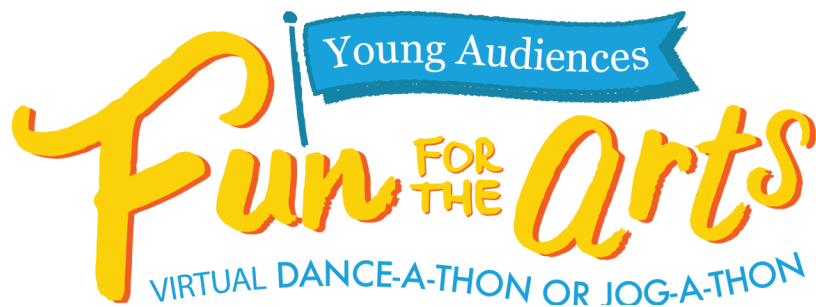
Teachers prepare Scoring Worksheets (only applies to in-person jog-a-thon events)

If you are using our point-based prize system, the *Scoring Worksheet* is an important tool for prize distribution. You will use it to record participants' laps or active minutes, 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

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Day of The Fun (My date: _____)

Check in Student Participants

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

Complete and Show Off the Fun Activity

Have fun! Take photos during your dance-a-thon or run event, and please consider sharing them with Young Audiences by using [#FunForTheArts](#) in your social media posts, or emailing us at YoungAudiences@ya-or.org.

Collect Lap Counts (for in-person jog-a-thon events only)

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

Remind Students to enter in their final number of minutes active online

You will be able to download a summary of your student's donations, minutes active, and t-shirt size using the admin dashboard at RunForTheArts.ya-or.org

Return Sponsor Sheets to Participants (for in-person jog-a-thon events only)

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

Collection Period (My dates: _____)

Track Funds Received

- Checks should be made payable to Young Audiences or Run for the Arts. 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 for the Arts account, but may not be considered when determining prize eligibility.

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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 are using our point-based system, transfer participant information from the *Sponsor Sheet* to the *Scoring Worksheet* (name, # sponsors including online sponsors, # laps or minutes active, T-shirt size, \$ received)
2. Each school now has the option to choose their own prize model. After a school has registered, YA staff will ask how the school would like to calculate prizes and create a custom prize catalogue sheet. YA will offer to print these or send you a digital copy to distribute. At the bottom of each catalogue will be your custom formula.
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:** Schools will determine how students will qualify for a t-shirt on an individual basis after the school has registered for an event. Schools will receive custom prize catalogue to distribute to students. Each custom catalogue will have the formula or determining factors you school chose.
 - 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, each team leader is eligible to earn a Run for the Arts water bottle. Up to 4 per school.

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

Remember...

- All checks must be made payable to **Young Audiences** or **Run for the Arts** 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 and Funds

Package all items to be returned

1. 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

Sponsor Sheets

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

Mail all materials to:

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

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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 Fun 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.



Fun Tip

Consider planning a Fun for the Arts awards ceremony to celebrate your school's success! We can even help you schedule a performance for your assembly. Reach out to us at youngaudiences@ya-or.org!

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

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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 with families through email newsletters, on social media or however they contact parents. We have included it in the parent newsletter and on the sponsor sheets.
- Families **register their participant** 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. (COVID-safe and easier for parents/caregivers!) Donors can also donate generically to the school of their choice, or to an equity fund that will support lower-income Fun for the Arts 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 toward a participant's total, they need to write the number of online sponsors and total raised on their *Sponsor Sheet*.
- Young Audiences can 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**. We want this system to make your lives easier!

Is donor information safe?

- All credit card transactions are securely processed through PaymentSpring. For more information about this service visit PaymentSpring.com.

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Tips for Building Community Support

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 Fun with a one-time gift or by matching funds raised.

Classroom Sponsorship: Enlist corporate volunteers to sponsor entire classrooms.

Event 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 Volunteers

Ask parent/guardians, staff, or local businesses for volunteers to take *Sponsor Sheets*, collect pledges, and join students for their Fun for the Arts activity.

Spread the Word!

- **Neighborhood Newsletters:** Send an email to your neighborhood association or neighborhood community organizations. Invite your neighbors to support what students are doing for their school!
- **Social Media:** If your school has a Facebook page, create a Facebook event to generate interest in your Fun for the Arts event. You can also encourage participants to use the hashtag #FunForTheArts on Instagram and Twitter. Share photos, stories and show examples of the type of arts programs students hope to undertake with the funds they raise. To broaden your reach, connect with Young Audiences on:
 - **Facebook** ([@YoungAudiencesOregon](#))
 - **Instagram** ([@YoungAudiences Or](#))
 - **Twitter** ([@Young Audiences](#))
- **Distribute Posters:** Hang the enclosed posters around your school and in neighborhood businesses, bulletin boards, places of worship, and community centers.

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

Fun for the Arts Benefits

Since 1977, Young Audiences' Fun for the Arts has helped schools raise nearly **\$17 million** for arts programs, supplies, and field trips. By working with many schools across the region, Young Audiences is able to bring everyone the best prices on materials needed to make Fun for the Arts a success.

Young Audiences' Role

Online Platform for Donations:

Since it is 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 community. Already we have found that **schools are raising 20% more with the online platform** than without.

Discount on Great Programs:

Young Audiences wants to celebrate and grow our partnership with schools who engage in arts fundraising. We provide a **5% discount on roster artist programs** as listed in the Artists & Programs Guide for all schools with a current school year Fun for the Arts event.

Materials Design:

- 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.
- Young Audiences hires a professional graphic designer to transform the student artwork into new posters, *Sponsor Sheets*, and t-shirts.

Printing & Translation:

- Young Audiences prints *Sponsor Sheets*, and has them translated from English to Spanish. (Parent/Guardian letters also available in Russian, Vietnamese, Chinese and Laotian on our website.)
- Young Audiences creates Fun for the Arts posters and banners and provides them to schools free of charge.

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- Young Audiences prints coordinator packets, which include detailed instructions on managing a Fun for the Arts event, templates for communication to parents/guardians, scoring sheets, etc.

Financial Accountability & Support

Young Audiences processes all Fun for the Arts money, verifies all funds brought in by the school, and covers any bank charges from returned checks. Young Audiences' in-house accounting ensures accurate balance information and guarantees that Fun for the Arts funds are only used for arts education and arts-related expenses.

Network of Event Coordinators:

You are not alone! There are many other coordinators around the city making this big event happen for their schools. How can we help? What questions do you have? Let us help put you in contact with people doing the same thing you are!

Prizes

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

Incidentals

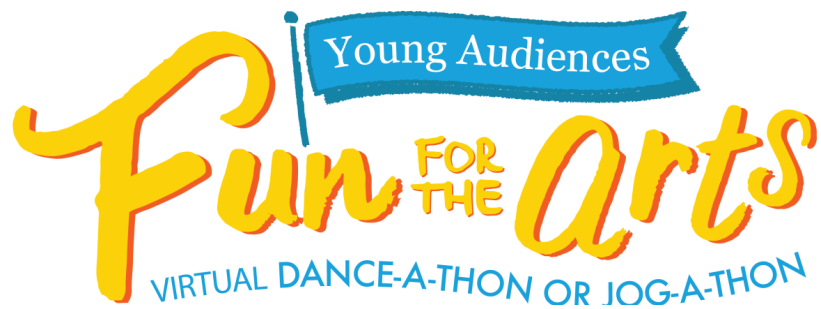
Young Audiences covers all shipping costs for materials to hold a Fun for the Arts event. We also cover shipping costs for prizes and postage for additional requested materials.

Tradition

With its long history, Young Audiences is a well-known and trusted organization. Fun for the Arts is a tradition for many students and families, and taking part in these events brings back and builds new wonderful memories for communities.

We charge a seven percent fee to coordinate the event so that from T-shirts to Sponsor Sheets, instructions to accounting, we can be here to support you every step of the way. 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!).

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Student Team Leaders (student volunteers)

Who is a Student Team Leader?

Fun for the Arts schools are invited to select students to serve as Student Team Leaders. Student Team Leaders are student volunteers who rally support and enthusiasm within their school and help the Fun for the Arts coordinator as student liaisons.

Benefits of Being a Team Leader

- Special recognition within the school.
- A specially printed Student Team Leader Fun for the Arts T-shirt. (Young Audiences can provide **up to four Team Leader T-shirts**. If additional t-shirts are needed, contact koko@ya-or.org directly.)

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 Fun.
- Hand out the *Team Leader Goals* sheets (included in this packet and available for download at ya-or.org/run-for-the-arts/materials) and let them get to work!

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Volunteer Guide

Before the Fun

- Coordinate Fun day events, including finding volunteers, arranging snacks, and organizing a cheering squad (can be virtual or social media-based!).
- Help arrange a (virtual) 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 and Young Audiences can help get them started.
- Distribute *Sponsor Sheets* to students.
- Copy and distribute pre-printed letters (to participants, parents/guardians, teachers, and volunteers).
- Collect *Sponsor Sheets* (the day before the Fun) and make sure they are completed.
- Talk with teachers about the benefits you see from doing the Fun for the Arts event. Let them know which artists and art forms your children are interested in exploring.

Fun Day

- Help with setup or cleanup.
- Count and record minutes active on the day of the Fun event.
- Explain to students about collecting pledges, hand out envelopes to collect funds, and make sure that due dates are clear.

After the Fun

- Aid the coordinator in the Fun for the Arts event 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.

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Rules & Prizes

Eligibility

Students, teachers, school staff, parents/guardians and other volunteers may participate in the Fun 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 Fun for the Arts. Participants must meet all deadlines in order to be eligible for awards and prizes.

Scoring

Each school will determine how students will qualify for a T-shirt. A YA staff member will create a custom prize catalogue based on the prizes you wish to offer and how you would like to determine qualification.

Paid sponsors

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

- Be registered on the Sponsor Sheet during the Pledge Period
- Contribute a suggested minimum of \$1.00, or pledge a suggested minimum of 25 cents per lap or minute active
- 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 Fun for the Arts account, but will not be considered when determining prize eligibility.

The Fun

Each school will determine whether an in-person or virtual jog-a-thon, or the YA-hosted virtual dance-a-thon is best for their community. Participants can choose to dance, run (outside or in place) or just to have fun being active in their own way!

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Prizes

Grand Prizes

1st and 2nd place Grand Prizes are awarded to the students with the highest and second highest Fun 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

Fun 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 or logged one minute active receive a Fun for the Arts color changing mood pencil.

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