

Organizational Timeline

Here are a few suggestions to keep your event running smoothly:

Pre-event planning:

- Recruit a school leader / student group to organize the event as a service project.
- Seek approval from administration and/or school board.
- Submit school event registration form (enclosed) or online at: www.dressup2cure.org/schools
- Get April 1st written on all school calendars
- Share info with teachers, including enclosed curriculum ideas to go with event (Curriculum ideas also accessible online at www.dressup2cure.org/schools)
- Plan publicity (teachers, students, parents, administration, etc.).
- Determine distribution of kids' fundraising materials.
- Approach local community businesses to match efforts.

Week before event:

- Discuss at staff meeting.
- Set up logistics for event day.
- Set up publicity to parents, community, etc.
- Photocopy materials for each teacher.
- Distribute materials to teachers.
- Confirm any help from parents or other volunteers needed.

March 31st

- Send home reminder to dress up flyer/slip (page 13)

Thursday, April 1st, 2010:

Teachers collect donations and send to main office (collection envelope, page 15)

Fill out administrative donation form (page 14)

Send check for total amount collected:

Payable to:

Girl Power 2 Cure, Inc.

Attn: Dress Up 2 Cure Collection

2891 Breakers Court

Amelia Island, FL 32034