



JOIN THE 2018 TEAM!

Help keep the Silver Creek Fun Run & Carnival tradition alive! Kids and families love coming together for the Fun Run & Carnival at the start of each school year and it has been a great way for Silver Creek to raise all the money it needs to fund a whole year's worth of learning resources. We're looking for a team of people to pull the 2018 event together. Complete plans and materials are available - we just need a great team to bring everything together. Planning starts in March and the work involves a few hours a month until the event in September.

Sneak Coordinator Lead and coordinate Sneak team activities. Manage the overall plan, budget, and logistics for the event and keep team activities on track. Establish prize levels and select and orders prize package items. Align plans and logistics with the Carnival Coordinator. Previous years' plans and budgets are in place and can be re-used in 2018.

Money Manager Manage online and cash donations. Open the online donation site in May. Beginning in August, download weekly reports and allocate donations to individual students and families. Assign prizes to students based on donations collected.

Sponsorship Coordinator Solicit sponsorships from local businesses. Beginning in May, send sponsorship letters to past sponsors and new business prospects. Gather funds and logos from sponsors in July. Coordinate vendor fair at the Sneak event in September. Send thank you letters to sponsors after the event. Many vendors have already expressed interest in being sponsors in 2018.

Prize Coordinator Solicit prizes for student, family, and teacher prize drawings. Beginning in May, distribute prize request letters to local businesses and fill out online prize requests forms for local theme parks, the museum, and zoo.

T-shirt Coordinator Manage student, staff, and family t-shirt orders and sales. Distribute and collect student and family t-shirt order forms in August. Coordinate printing and order and distribute shirts in September.

Marketing Coordinator Create event communications and promote event to community. Beginning in April, create or acquire logo for 2018. Beginning in May, update website, flyers, and program with new logo, key dates, and information. Promote event and sponsors on Facebook. Print and distribute final program in August. Re-use past event flyers and materials (in PowerPoint format) or create a fresh new look.

Assembly Coordinator Get students fired up about the Sneak at two school assemblies. Put together a 10-minute skit to promote the Sneak fundraiser at the Summer Reading Assembly during the last week of the current school year. Put together another 15 – 20 minute skit and assembly to kick off the event during the first or second week of the new school year. Re-use scripts from previous years or create something new.

Interested? Contact Jenn Praino at scepto.president@gmail.com to learn more or sign up!