

# 2016 Keiki Great Aloha Run

## A CHECKLIST FOR ORGANIZING YOUR SCHOOL



**Step 1** Select a staff member who will be responsible for organizing at your school and routing communications. Send us an email, [keikirun@gmail.com](mailto:keikirun@gmail.com), stating that your school is planning to participate and provide the name of the coordinator, title, email and phone number.

**Step 2** Decide how your school will approach its recruitment efforts:

Option A - Distribute the flyers to students and parents and encourage them to individually register online at [www.kahoomiki.org](http://www.kahoomiki.org).

Option B – Distribute the flyers with instructions to have the completed registration form and payment returned to your school’s coordinator. Advantages: (1) Registrants will not have to pay the online processing fee (\$1.80 per person), (2) Your staff/volunteer will know who has registered and whom to follow-up with.

Note: PDF versions of the Event Flyer and Registration form can be downloaded at [www.kahoomiki.org](http://www.kahoomiki.org).

### Step 3

If your school selected Option B, you will need to download the Excel spreadsheet, “YOUR SCHOOL PARTICIPANTS” from [www.kahoomiki.org](http://www.kahoomiki.org), input all participant’s registration information, and rename the file as “**School Name** Participants”. Mail all of the completed registration forms, payments, a printout of the spreadsheet to Kahoomiki, 1493 Halekoa Dr., Honolulu, HI 96821 **AND** send the Excel spreadsheet to [keikirun@gmail.com](mailto:keikirun@gmail.com). Your school’s paperwork must be received or postmarked by midnight January 22, 2016.

**Step 4** Since our goal is healthy kids and research shows that it takes repetition to build healthy habits, organize activities that lead up to the run. It could be a fun run around your campus, a training clinic with a running coach, or inviting students from your local high school track team to host a running practice. Visit [www.hawaii5210.com](http://www.hawaii5210.com) for additional resources and ideas.

### Step 5

Designate one staff or volunteer to go to the Packet Pick-up at The Running Room, 819 Kapahulu Ave., on **Saturday, February 6, noon – 5 p.m.**, or **Sunday, February 7, 1-4 p.m.**, communicate with families, and be responsible for distributing the race bibs.

### Step 6

After the event, it’s always nice for students to be recognized (perhaps, in your newsletter or program rally).



Kahoomiki, 1493 Hale Koa Dr., Honolulu, HI 96821