

2018 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. We will provide a complimentary registration for your school's coordinator! He/she simply needs to complete the enclosed registration form and return it to keikirun@gmail.com.

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.

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.

PDF versions of the Event Flyer and Registration form can be downloaded at 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, input all participant's registration information, and rename the file as "*Your School Name* Participants." Mail all of the completed registration forms, payments, a printout of the spreadsheet to Kaho`omiki, P.O. Box 22207, Honolulu, HI 96822-9998 **AND** send the Excel spreadsheet to keikirun@gmail.com. Your school's paperwork must be received or postmarked **by midnight January 19, 2018**.

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.

Step 5

Designate one staff or volunteer to go to the Packet Pick-up at The Running Room, 819 Kapahulu Ave., on **Saturday, February 10, 2018, 2:30 – 4:00 p.m.** In the past, some parents have arrived at packet pick-up only to learn that the school coordinator had picked up their child's packet. In order to reduce the confusion, we ask that the school coordinators come in the afternoon **AFTER** the General Public (10:30-2:30 p.m.). If you are unable to make the afternoon time, please contact us to make special arrangements.

Step 6

Communicate with families, and distribute the packets with race bibs. The run will start at **8:00 a.m.**

Step 7

After the event, it's always nice for students to be recognized (perhaps, in your newsletter or school assembly).



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