FUN RUN 101
successful fundraising made easy

Prize Coordinator

The Prize Coordinator is responsible for the soliciting, gathering and distribution of prizes.

TASK	RESOURCES	BUDGET	NOTES
Solicit Prizes	• PRIZE REQUEST LETTER • PRIZE DONATION LIST • Sports teams • Museums • Local activities		• Start early. All submissions should be in 6-8 weeks before event.
Top Fundraiser Prize	• Local stores • Experiential	$300.00 or seek donation	• Universal age appealing prize
Fundraising Milestone Prizes	• Promotional items websites	$500.00 - $2,000.00	• Consider items that match the feel of the event • Water bottles, pedometers, sports sacks, etc • Select prizes early for advertising, but order after pledges are collected
Prize Drawings		Donated prizes	• 1 entry per student
All-School Prizes		Low or no cost rewards	• Determine $ levels • Assign rewards
All-Class Prizes		Low or no cost rewards	• Determine $ levels • Assign rewards
Top Class Prize		Experiential	• Dodge ball game • Silly string war
Thank You Notes			• Send to all who donate. • Consider including a picture of the event

Organize Prizes			• Prepare and label prizes in envelopes or bags
AWARDS ASSEMBLY			
Photo Montage			• Pictures of run
Prizes Awarded			• Recognize prizes and rewards earned
Prize Drawing			• Hold drawing and/or announce winners