FUN RUN 101
successful fundraising made easy

STUDENT/STAFF SHIRT INSTRUCTIONS

DESIGN RUN LOGO

Work directly with Fun Run 101 to design a run logo. Logo will be used on the front of run shirts and in templates.

- Once designed, you'll receive a PNG file that you can drop into all templates where they say "Run Logo Here"
- Use your logo on social media or in any other way you wish to promote your event

COLLECT SPONSOR LOGOS

If you are recruiting business sponsors, collect art files from the ones that need their logo on the back of the run shirt.

- **Logos should be submitted in a vector format so they can be sized without distortion**
  Vector formats include: AI, EPS and editable PDF.
  Non-vector formats include: JPG, GIF, PNG, non-editable PDF, scanned images, etc.
- **Logos are due approximately 4 weeks before your run date**

At the 4 week point, you will receive a form where you will list all logos and names that should be included on the back of your shirt. Once complete, return to Fun Run 101 and the back of your shirt will be designed and sent to you for approval.

COLLECT SIZES FROM STUDENTS AND STAFF

Prepare a set of class lists. If you receive names from the school, place them into the COURSE CHECKOUT SHEETS template. Use the COURSE CHECKOUT SHEETS to write down shirt sizes when you measure and again on race day when you record total laps ran for each student.

- Use sample shirts to size students
- Transfer class size totals to the MASTER SHIRT LIST spreadsheet, found in the Internal Tracking folder
- Collect size information from staff using the TEACHER SHIRT ORDER FORM, found in the Teacher Communications folder
- Record staff sizes in the MASTER SHIRT LIST spreadsheet

The "Classes" tab in the "Master Shirt List" spreadsheet should total the shirts for each classroom.

- Create a row for each teacher under their color
- Enter the number needed of each size for a class in that teacher's row
- ***Double check that the row total listed for each teacher matches the number of students in that class***
- ***Double check that the grand total of student shirts at the bottom matches the total number of students in your school***

The "Staff" tab in the MASTER SHIRT LIST spreadsheet has a spot to list staff names and their orders (you decide staff shirt color) and spots for all the teachers, in their color.

- Create a row for each staff member, inserting new rows as needed
- Enter "1" in the size column for each person
- ***Double check that the grand total of shirts matches the total number of staff/teachers in your school***

The "Volunteers" tab in the MASTER SHIRT LIST spreadsheet is usually not used. Most schools have parents/volunteers purchase their own shirts through the Family Store. Should you choose to purchase volunteer shirts, use this tab.

The "Totals" tab in the MASTER SHIRT LIST spreadsheet boils all the numbers up from the previous 3 tabs.

- ***You will see a row for each color labeled "Extras." <u>Please order extra of each color.</u>***
  - For the students, 1 extra YM, 1 extra YL and 1 extra AS of each color are recommended for K-5 schools. Adjust these quantities and sizes to fit your needs.
  - Consider extra adult sizes to have on hand for "day of" purchases.

PLACE YOUR ORDER

Once your MASTER SHIRT LIST spreadsheet is complete, double check your numbers:

Total Teacher/Staff: _____	Total Teacher/Staff Shirts Ordered: _____	
Total Students: _____	Total Student Shirts Ordered: _____	
Total Volunteers: _____	Total Volunteer Shirts Ordered: _____	(most schools do not purchase these – enter 0)
	Extra Shirts Ordered: _____	
	TOTAL SHIRTS ORDERED: _____	

Log in to funrun101.com and go to the home page for your school. There is a "Shirt Order Form" link. Click this link to open the form. There are rows for each shirt color and columns for each shirt size. Transfer totals from the MASTER SHIRT LIST to the Shirt Order Form and submit the form.

Unless another payment method has been pre-arranged, the cost of shirts will be withheld from the online pledge distribution check.

RECEIVING YOUR ORDER

Shirts will arrive or be ready for shipping/pickup about 1 week prior to your run. Exact dates and times will be communicated to you directly.

Once you receive the shirts, do the following <u>BEFORE</u> sorting and distributing:

- ***Count all the sizes of each color!*** Did you receive what you ordered?
- ***Double check your GRAND TOTAL***. If you ordered 350 shirts total did you receive 350 shirts?

MISSING SHIRTS?

<u>If you are missing any shirts, please contact Fun Run 101 BEFORE sorting and distributing shirts</u>. Once shirts are out of your hands we cannot verify numbers, identify errors and make corrections without charging you for additional shirts.

NEED TO PLACE AN SECOND ORDER?

If, for whatever reason, you find you need to order additional shirts beyond your initial order, contact Fun Run 101 directly. We will do our best to accommodate your needs, but cannot guarantee additional shirts will be ready before your run.

If you do need to place a second order, your personalized logo will be on the front, but the back of the shirts may have a generic lap counting circle.

Due to the labor cost of additional machinery setup and takedown, a $50 set up fee will be charged on second orders.