



User's Manual

What is in this packet?

Paces for Polio Flyer

Post these around your school and neighborhood, ask businesses to post them in their windows, spread the word about our event!

Fundraising Tips + Can Wrappers

Need help raising money? Here are some ideas.

Sponsorship letter

Take this letter to businesses around your neighborhood to see if you can get any major donations!

Press Release

Send this to your school or local newspaper, radio station, or other media outlet to advertise Paces for Polio.

Battle of the Bands Application

Got a local band interested in winning cash prizes? Take this form, fill it out, and return it to the district by April 15th.

Ground Rules

Some guidelines for the event. Please read them carefully!

District Officer Positions/Descriptions

Interested in running for a district position? Elections are taking place at Paces.

You MUST have these forms in order to stay overnight!

- A signed Liability Waiver
- Donation Tracking Sheet

You must raise \$100 to stay overnight...but you'll get a FREE Paces for Polio t-shirt! (and have a lot of fun ☺)

If you are a 2010-11 Interact Club officer, you are *required* to attend Paces.

Questions? Email us at interactdistrict5150@gmail.com



www.pacesforpolio.org

Come and join... INTERACT
DISTRICT 5150 at a 24-Hour Walk-A-
Thon Fundraiser to help eradicate
Polio!

SATURDAY MAY 15TH - SUNDAY 16TH
10AM-10AM

MILLS HIGH SCHOOL FOOTBALL FIELD
400 MURCHISON DRIVE, MILLBRAE, 94030

-Live Entertainment

-Food & Activities

-District Elections



Questions? E-mail us at interactdistrict5150@gmail.com



Interact District 5150

Uniting Interact Clubs from Marin, San Francisco, and San Mateo Counties

Fundraising Tips

How can I raise more money?

- **Auction (Silent or Live)** - hold the event at your business, in your neighborhood, or at church. Ask for contributions of unique items. Display the items (or descriptions) prior to the event. Hold the auction over lunch or at a convenient time.
- **Bake Sale** - Hold a Friday bake sale at school so students will have treats for the weekend. Encourage breakfast items, as well as sweets like bars and cookies.
- **Car Wash**- an oldie, but a goodie.
- **Restaurants to the Rescue** - ask a local restaurant or cafe to contribute a portion of the proceeds for a day. It could be for a certain menu item or ask the owner for a special item.
- **Photo Contest**- hold a "stumper" photo contest. Ask employees to bring a baby or childhood photo of them that they believe no one can identify. Ask for a donation to make a guess. Give winners a contributed prize.
- **Wishing You Well** - set up a "wishing well" (can or jar with our paces can wrapper around it) at your local school, business, church, or store with a sign explaining that all proceeds go toward Paces for Polio and eliminating the polio from the face of the earth.
- Put an ad in your local paper announcing specific days for change drop-offs. Maybe the store will match the gifts. You could even have this at your tent site at Paces for Polio.
- **Lotta Bottles**- Each team member runs a bottle drive in their area. Go door-to-door and collect bottles from your neighbors and friends. Create a flyer to give to the donors about Paces for Polio with your phone number inviting them to join in the fun and cause.
- **Odd jobs for a fee**- great for youth
- **Auction** a prime parking spot for a week
- **Pizza Box Promotion**- get a local pizza franchise to agree to tape Paces for Polio flyers to the top of the lid. Finally - something GOOD sticking to the top of the lid!
- **Door to Door** – Take a buddy and adventure around your neighborhood asking for donations. Don't be afraid of rejections! 😊



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On-site Fundraising

At Paces for Polio, teams can raise money at their campsite. The idea is to create a game or activity or have something donated and then have your team members promote an on-site activity to raise more money for your team. Be creative.

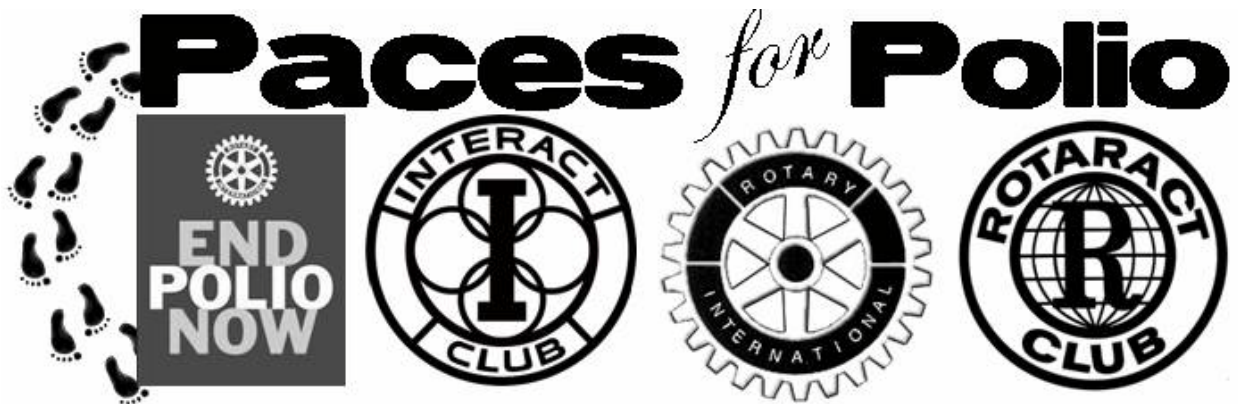
- **Food and Drinks (have a tip jar)**
- **Face Painting**
- **Glow necklaces**
- **Hawaiian leis or Mardi Gras beads**
- **Caricatures / drawings**
- **Plant or craft**
- **Videos/books/CDs**
- **Ice Cream**

CAN WRAPPERS

On the next page, there are templates for can wrappers. To prepare the cans, rinse them out, tape over the side you drink out of, and punch a slot through the bottom of the can using a chisel. Then tape one of the templates around the can and you're all set to collect money 😊



All donations are tax deductible. Our tax ID# is 94-3287988.
Please make checks payable to District 5150 Foundation.



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Dear Sir or Madam:

On May 15 and 16, 2010, the high school students of Interact District 5150 will host the second annual Paces for Polio, a 24-hour walk to support the eradication of polio worldwide. Our event was very successful last year, raising over \$9,000, as well as providing polio vaccines to people facing the adversities of polio in four countries. To achieve these goals, we are asking local businesses to sponsor our event. All donations are tax-deductible. Our tax ID number is 94-3287988.

Interact appreciates all sponsorships.

Sponsorship Level	Amount donated	What you receive in return for assisting our event
Platinum	\$1000+	- banner/poster - name used on flyers - name placed on thank-you board at the event
Gold	\$500+	- name used on flyers - name placed on thank-you board at the event
Silver	\$100+	-name placed on thank-you board at the event

We also accept any sort of “in-kind” donations, such as gift certificates, items, or media donations for advertising and promotion. To provide in-kind donations, please contact Julia Lee at (650)892-5752 or interactdistrict5150@gmail.com .

Not only will your contributions aid in making Paces for Polio a success, but it will also help in our ultimate goal: eradicating polio worldwide. Thank you for taking your time to read this letter.

Sincerely,

Julia Lee
(650)892-5752
Interact District 5150 Sponsorship Coordinator
interactdistrict5150@gmail.com



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PRESS RELEASE

High School Students Walk to Eradicate Polio

Interact District 5150's second annual "Paces for Polio" brings together Rotary, Rotaract, and Interact, with other service clubs from high schools in Marin, San Francisco and San Mateo counties. Taking place from May 15 to 16 (10AM to 10AM), Mills High School's football field, teams walk around the track at all times. In addition, there will be live music by local bands, games, teambuilding activities and food for the masses.

Paces for Polio is working under Rotary's theme of "End Polio Now." Currently, polio still exists in Pakistan, Afghanistan, India, and Nigeria, and Interact raised over \$9,000 in an effort to "eradicate the PAIN" through last year's walk. Interact hopes to expand on its success at this year's event.

Interact District 5150 is comprised of high school Interact clubs from Marin, San Francisco, and San Mateo counties. Interact clubs within each high school provide community and international service by doing things from distributing wheelchairs in Mexico to providing local humanitarian services and heartwarming special community events for seniors and children. At the district level, all the school clubs unite for the Paces for Polio event.

For more information, contact Christine Leung at interactdistrict5150@gmail.com or (650) 281-6688, or go to www.pacesforpolio.org



Interact District 5150
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Battle of the Bands Application

On May 15, 2010, Interact District will be hosting the talent competition at Paces for Polio! We would like bands, dance groups, and any other talents from schools all over the Bay Area to participate. There will be a cash prize for 1st, 2nd, and 3rd places and all you need to do is fill out this form and email your information to interactdistrict5150@gmail.com

Immediately following your entry form, we will send you an address to where you must send us a video or CD of your band or group performing. **THE DEADLINE IS APRIL 15.**

YOU MUST BRING YOUR OWN EQUIPMENT (a PA system and outlets will be provided, however, extension cords are recommended too). We hope you can join us for a day full of entertainment and eradicating polio!

Band/Group name: _____

Genre/Style: _____ **Number of Members:** _____

Names: _____

Phone number: _____

Email address: _____

**Please be sure to return this to
interactdistrict5150@gmail.com by *April 15th*.**

Thank you for your interest and we hope to see you May 15th!



RULES AND GUIDELINES

- Paces for Polio is a tobacco and alcohol- free event.
- Drugs or drug usage will not be allowed at Paces for Polio.
- Please, no weapons. Leave your knives, guns, and ninja stars at home.
- We reserve the right to check your belongings for any contraband.
- Do not engage in disruptive behavior or disorderly conduct. We are interactors!
- Participants must raise at least \$100 in order to stay overnight.
- All participants must have waiver forms signed by a parent or guardian in order to stay overnight.
- Participants must stay on site after 10 P.M. Anyone not registered to stay overnight will be asked to leave.
- Overnight participants **MUST** be wearing a wristband.
- No co-ed tents allowed.
- For everyone's safety, open flames, candles, portable heaters, etc. are prohibited. Flashlights are recommended!
- Bring trash bags; we are responsible for leaving school grounds as we found them.
- At least one member should be on the track walking at all times.
- Skateboards, rollerblades, bicycles and scooters are not permitted.
- No pets or animals!
- There are no in-and-outs. Once you leave, you may not re-enter.



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Release and Waiver of Liability

THIS FORM IS REQUIRED

The undersigned _____ (“Participant”), in exchange for being permitted to participate in the Interact 5150’s Paces for Polio, hereby, on behalf of Participant and Participant’s heirs, executors and administrators, releases, waives discharges and covenants not to sue Rotary International, Interact, the owner of the site at which the event is taking place (the “Site Owner”), or any of their respective affiliates, directors, employees, agents, contractors, volunteers, or other event personnel whether volunteers or paid staff (collectively, the “Releasees”) from any and all liability, claims, demands, damages, causes of action, losses, or expenses (including attorneys’ fees and expenses) to Participant, on account of physical, mental, or emotional injury, or death of the person of Participant or to the property of Participant, whether such injury or death be caused by the negligence, gross negligence of the Releasees or otherwise, suffered either during the event or while traveling to or from the event. Participant also consents to the use by Rotary International of Participant’s name and any photographic image taken of Participant at or in connection with the event, and to the provision of such first aid as is deemed necessary to be provided to Participant at the event prior to being transported to a hospital for further treatment.

Notwithstanding any other provision of this Release and Waiver of Liability (this “Release”), Participant releases Rotary International and the Site Owner, but no other Releasee, from any liability whatsoever arising from any injury, damage, or death to Participant where said injury, damage, or death is the result of, or arises from any intentional or criminal conduct upon the part of a Rotary or Site Owner employee, agent or volunteer. Participant hereby assumes full responsibility for and risk of bodily injury to or death of Participant due to the negligence or gross negligence of Releasees and also releases Rotary and the Site Owner, but no other Releasee, from any and all liability for the intentional or criminal acts of its volunteers, agents, and/or employees while Participant participates in or travels to and from the event.

Participant further expressly agrees that this Release is intended to be as broad and inclusive as is permitted by the law of the State of California, and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect. Participant has read and voluntarily signs this Release, and further agrees that no oral representations, statement or inducement apart from the foregoing have been made, and that this Release may only be modified by a written document signed by Participant and a duly authorized representative of Rotary International and of the Site Owner.

Signature: _____ Date: _____

Emergency Contact: _____ Phone: _____

Note: If Participant is a minor child, this Release must be signed above by the parent or legal guardian of such Participant.

Name of parent/legal guardian, if applicable: _____



Suggested Cabinet Offices and General Descriptions

President: Leads the club, organizes meetings, and makes sure that members stay involved and excited for upcoming events. Also, the president makes sure that they have events, works closely with the Rotary liaison to adopt and structure policies that lead the club effectively. They lead the management team and create an agenda for cabinet meetings as well as lead and direct the cabinet.

Vice President: Assists the president, takes over if President is unavailable. Vice president also chairs projects and gets involved in them. They are managers and focus on specific aspects, events, and club functions or projects. Also, they provide support to the president.

Secretary: Takes notes and sends them to all members in a timely manner.

Treasurer: Makes sure that club is staying on budget and manages all reimbursements within the club and assists the president in creating a club budget.

Public Relations: Makes sure that the community is aware of Interact and talks to people about organizing events and putting in ads. Also, they are in charge of sending out press releases and informing the community of activities and meetings by making the appropriate announcements.

Youth Activities Director: Administers projects and works with local middle schools to create Interact activities and works on youth service projects.

Community Activities Director: Comes up with new community service or community involvement ideas. The community activities director also finds new projects and contacts the person in charge. They administer community projects.

International Chair: Administers international projects for the club to work on during the year and keeps in contact with the people that are involved in the project.

Webmaster: Keeps the club website updated and looking fabulous.

Historian: Takes pictures and records of all events to put on the website (or facebook ☺). Makes flyers/posters/banners/stuff involving artistic skill.