



**SATURDAY
NOVEMBER 17, 2018**

PARTICIPANT GUIDE

proceeds support
**GoodLife
KiDS**
FOUNDATION®

IN THIS GUIDE

Introduction _____ 3

What and Why of the Event
Basic outline of expectation
I'm registered. Now what?

Fundraising _____ 4

Personal Fundraising Page
How to Fundraise
Planning Mini-Fundraisers
Resources
Fundraising Rewards

Collecting Donations _____ 5

Credit Card: online only
Cash and Cheques: online or pledge forms (tax receipt requirements)
Submitting Lump-sum amounts
Corporate Matching Donations

Step by Step Checklist _____ 6

Event Day _____ 6

What You Need to Know
Thank you
Celebrate your success

Why support GoodLife Kids Foundation?

GoodLife Kids Foundation raises funds to support national, provincial and local programs that provide ongoing physical activity opportunities for kids with special needs and remove some of the barriers currently holding children back from living a healthy active life.

THANK YOU FOR SUPPORTING



GoodLife Fitness covers 100% of our administrative and operational expenses so that every dollar raised will make the biggest impact on Canadian kids.

What is Spin4Kids? And why are we doing this?

Spin4Kids is a fun, fantastically rewarding, one-day indoor fitness fundraiser that is hosted by GoodLife Fitness. This event raises funds to help GoodLife Kids Foundation break down barriers by supporting programs that are getting kids with special needs physically active in communities across Canada. Funds raised are distributed via the GoodLife Kids Grant Program. To learn more about GoodLife Kids Foundation's programs and impact, please visit www.goodlifekids.com.

Spin4Kids provides you with the opportunity to work workout in a party atmosphere while raising funds. Teams of up to 8 people, including GoodLife Members, Associates and Guests all come together to support GoodLife Kids Foundation and reach our \$1 million fundraising goal.

What do I have to do?

You get to participate alongside your Team in one hour of party-like fitness fun. There is no registration fee. All we ask is that you fundraise \$125 per person (\$1000 per team). Super Easy! Super Fun! And so appreciated! So grab your friends, family, and co-workers and start raising money for this awesome event.

Are you part of a team? If not, you can be, it's easy!

Spin4kids is open to ANYONE. There is no need to be a Member of GoodLife Fitness, or to have any special skills or abilities. Everyone is welcome. Your Team can be made up of family, friends, coworkers, gym buddies, neighbours... anyone you can think of that is ready to have some fun for a great cause!

Grab up to 7 people to join you, to make a Team of 8 (or even more and have two teams compete with one another) and register on spin4kids.com to be a Team Captain. It's easy, fun, and rewarding. You know what they say, 'the more the merrier' and the bigger the impact you can have on a whole generation of Canadians. Your Team can be made up of family, friends, coworkers, gym buddies, neighbours... anyone you can think of that is ready to have some fun for a great cause!

I'm Registered. Now what?

Once you register on spin4kids.com you can invite friends to join you and get started on your fundraising (more information on this in the following section). You may hear from your Team Ccaptain to touch base and give you any updates they may have. If you are not part of a Team, an Event Leader may contact you to add you to a Team, schedule your participation, and give you any updates there may be.

If you do not hear from anyone, or have any questions, contact your Event Leader. You can find this information on the Event Locations page found at spin4kids.com.

Having trouble registering? Reach out to our office at events@goodlifekids.com and we can help you through the process. It takes about 5 minutes.

Personal Fundraising Hub

Once you have registered on spin4kids.com, you are ready to start fundraising. Your fundraising hub is a useful tool during your fundraising efforts, so we recommend that you bookmark spin4kids.com in your browser. This area is available to you on the website once you are **registered and logged in**. The menu is found along the left-hand side of the page. Spend some time here and get familiar with it. You will be glad you did.

- 'Fundraising Page' - In here you can see a quick breakdown of your progress and can set yourself a goal. (It defaults to \$125, but feel free to increase this at any time during your fundraising journey) You can customize this page with a personal message, and even add images to better portray the excitement of the event.
- 'Get Sponsors' - Here you are able to send an email out to as many people as you like to ask for support. The default email message includes a link to your Personal Fundraising page. You are able to change the email message as much or as little as you like. For more tips on fundraising continue reading below.
- You can also connect through social media through your fundraising hub, so be sure to take advantage of the Friendship Powered Fundraising through FaceBook. For any returning participants, you do have to use your previous account information to use this tool.
- 'Cash and Cheque Donations' – Here you are able to enter donations you collect in order to count them towards your total
- 'My Profile' - you can view and edit your account.
- 'My Team' - allows you to see the progress of your team's efforts
- Through this section you are also able to thank your sponsors, sponsor yourself, or invite a friend to join you in *Spin4Kids*.

How to Fundraise – Just Ask

The easiest way to get the word out that you are fundraising for this fantastic cause and raise a few dollars is through email. Your fundraising hub can get you started in the right direction here. Remember to include as many people as possible – family, friends, your family's friends...everyone you have an email address for. You can tailor these emails to

grab their attention to really hear what you are trying to say. It never hurts to ask. Your friends and family may decline your request, but one thing is for sure, if you don't ask, they will not donate to your cause.

You may want to break down your fundraising goal to make your target not so high-reaching. For example, to hit a \$125 goal you only need 5 x \$25 donations. We have lots of fundraising tips and ideas located in a pdf document on the website spin4kids.com that is available to download.

Continue using social media and email to keep your supporters up to date on your progress. If you are getting close to your goal, you may find that your friends are able to help you get there.

Planning mini-fundraisers

You, either alone or with your Team, may consider organizing a mini-fundraiser to support of your fundraising efforts. We have lots of ideas to get your creative juices flowing in our Fundraising Tips on spin4kids.com. These can range from a little effort and time to 'the sky's the limit'! Only take on what you can. Every little bit is helpful and appreciated.

When trying to decide on what your team should work on there are a couple of things to keep in mind. Please refrain from holding raffles and 50/50 draws, as these require a lottery license which we do not have. Also, donations in return for something (a product or experience) are not eligible for a tax receipt.

Fundraising Rewards

All Spin4Kids fundraisers will receive a souvenir t-shirt on Event Day. As a bonus for signing up early, if you complete your registration online before the end of September you are guaranteed to receive your chosen size when you check in for the event.

Individual fundraisers are also eligible to earn rewards for meeting and exceeding the recommended \$125 goal. Watch for Rewards program details to be posted at spin4kids.com as event day approaches.

***Donations of \$20+ with the full name of the donor and a full mailing address are eligible to receive an income tax receipt. If an email is provided, income tax receipts will be sent electronically.**

Credit Card: online only

The easiest, most accurate method of collecting donations is to pay by credit card through our website **spin4kids.com**. You can ask potential donors to donate online by sending them a link that directs them right to your personal fundraising page on the website. This link is already pre-populated in the default email message "Get Sponsors" that can be found in the fundraising hub every registered participant has access to once they are registered.

This method has a few advantages.

- It will guarantee that you are credited with collecting the donation
- The income tax receipt will have the correct information of the donor
- The income tax receipt will be sent to the donor by email immediately after they make their donation
- There are no additional steps required by the donor, the fundraiser, or Event Leaders

Cash and Cheques: online or pledge forms (tax receipt requirements)

An alternative to donations by credit is to collect cash and cheques. There is a downloadable and printable pledge form available on the **spin4kids.com** Fundraising page to help track these types of donations. While collecting donations, **it is imperative to make sure that you get a first and last name, as well as the full mailing address (including a postal code) of your donor. If these are not included the donor will not receive an income tax receipt.**

Once donations are collected, fundraisers have a few choices as to how they submit them to GoodLife Kids Foundation.

1. Enter and pay them on **spin4kids.com** using your credit card (being sure to enter your donors' complete information) and keep the cash and cheques (made out to the fundraiser) to pay you back for the credit card payment.

2. Submit them to the Event Volunteers along with completed pledge forms (cheques made out to GoodLife Kids Foundation) on Event Day

If an email address is included the receipt can be sent quickly and easily by email once GoodLife Kids Foundation has processed the donation. Otherwise, it will be sent out through Canada Post following the Event.

Submitting Lump-sum amounts

You are able to submit a lump-sum amount that has been collected through a group fundraiser. In order to have the amount allocated to your Team for reward purposes you will need to log into your Fundraising Hub on the website and complete the following steps:

1. Select My Team from the left
2. Select Team Cash and Cheque donations
3. Select either 'Donations from a friend, family member or company' (may be receipted) or 'Donation from an event or cash lump sum' (will not be receipted)
 - a. If you select Donations from Friends etc., complete the form provided using their contact information and mailing address.
 - b. If you select Donation from an event or lump sum, please complete the form. Receipts will not be issued for this amount.

Corporate Matching Gifts

Many companies offer a Corporate Matching Gifts program – matching donations made by employees to a charity. This offers you a great opportunity to boost your Corporate Team fundraising efforts. In order to ensure that we are able to add the donation amount to your fundraising total please email **donations@goodlifekids.com** with the following information:

- Your Name
- Your company name
- Your event location for Spin4Kids
- Amount of the donation anticipated from your company's Matching Gift program

Cheques are to be payable to GoodLife Kids Foundation
Registered Charity#89126 2628 RR0001

Step-by-step Checklist

Register online
Personalize your Fundraising Page and set a goal
Send out personalized email message to get sponsors
Join a Team (<i>if you haven't already</i>)
Connect with your Team Captain and/or Event Leader to schedule your activity

Work with your Team to enhance your fundraising efforts
Keep your fundraising page up-to-date
Thank all of your donors
Submit all donations collected (<i>remember to include all information for your donors!</i>)
Show up on time on Event Day and have FUN!!

Questions?

If you have questions about your fundraising or think of other resources that could help you along the way, please reach out to us at events@goodlifekids.com. We always love to hear new ideas and are happy to share what others may be doing to increase their fundraising success.

What to bring

There are a few things to remember for event day. Please arrive 30 minutes before your scheduled time in order to check in. Remember to bring with you:

- any money and pledge forms you have
- water
- indoor cycling or running shoes
- comfortable clothing
- a camera
- your party energy and excitement!

Join the conversation: [@GoodLifeKids](#) [#Spin4Kids](#)

Thank you

Thank you, thank you, thank you! We appreciate everything you have done for *Spin4Kids* and for GoodLife Kids Foundation. As a result, many Canadian children will have opportunities to be more physically active. Once your big day has come and gone, follow-up with all of your sponsors to let them know how successful this journey has been for you.

Did you meet your goal? Or surpass it? Did you have fun? Share this information too. A quick email or a post on social media is all it really takes. For your special donors, a phone call can add a personal touch. Make sure they hear how thankful you are for their support.

Celebrate your success

After the work is done you can sit back and relax. We will take some time verifying all of the donations, so it may be a bit before all of your donors receive their income tax receipts. Once that is complete you will then receive your earned incentives. In the meantime, what will you do to celebrate your success? A Team dinner out after the Event? A nap? Whatever you choose, know that you deserve to take some time and treat yourself for a job well done. Participating in *Spin4Kids* and raising funds is rewarding, but hard work.