

PLAYBOOK: Chapter 1

Forming your Committee

GOAL

Form your Spin4Kids Planning Committee and identify additional volunteers to support Club fundraising activities.

GAME PLAN

Event Leader

Confirm the Club Champion who will represent each Club participating in your event

Recruit volunteers to join your Spin4Kids Planning Committee

Share the list of confirmed volunteers with your General Manager

Schedule regular meetings for your Spin4Kids Planning Committee

Club Champion

Identify volunteers to support Club fundraising and participant recruitment efforts

DOWNLOADABLE RESOURCES

[Committee Template](#)

[Conversation Guide for Recruiting Volunteers](#)

[Event Leader FAQ](#)



Before we get started...

Thank you, thank you, THANK YOU! You've volunteered to take on an important role as a Club Champion for Spin4Kids. We're truly blown away by the passion we see from our volunteers each year, and we can't wait to see what 2019 has in store. You're making a real difference by helping kids with special needs in Canada thrive through physical activity and fitness. Let the fun begin!

The Team at GoodLife Kids Foundation

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Why Form a Planning Committee?

Many hands make light work! You're taking on something big – you don't have to do it alone. Also consider:

- People have different talents, skills, and connections
- People are more willing to volunteer when tasks are manageable
- It's more fun to plan an event with a group than on your own

Potential Roles for Committee Members

In addition to Event Leader, we recommend you consider the following roles for your committee:

- At least one representative from each Club participating at your event
- At least one representative from Group Fitness, Personal Training, and Club Operations
- A participant recruitment & registration role
- A programming & scheduling role
- A fundraising role
- A role designated to making the big day unforgettable – someone who can bring the party!

There may be other roles that you choose to add based on your event needs. Make it your own!

Tip: *We suggest a volunteer who is handy with Microsoft Excel to help you with your participant and fundraising reports.*

Recruiting Volunteers to Join Your Committee

The best way to enlist a potential volunteer is simply to ask them. A great volunteer ask includes:

1. Why you would like their help,
2. Why they would be a great addition to your committee, and
3. How they can help make your Spin4Kids event a success.

Tip: Complete the [Committee Template](#) and share it with all members as a way to introduce the great team of volunteers who have stepped up to bring your Spin4Kids event to life.

Schedule Committee Meetings

We recommend your Spin4Kids Planning Committee meets on a regular basis (e.g. once a month). As you head into October and November, you may find it necessary to meet more often to check in as you get closer to Spin4Kids event day.

Recruiting Volunteers for Other Roles

In addition to the core Spin4Kids Planning Committee, you may want to recruit volunteers to support your Spin4Kids event in other ways. This can be particularly helpful in multi-Club events. Consider the following when determining who else you may ask to volunteer:

- How else can volunteers help make your event a success?
- Approximately how much time might someone need to give to any particular role?
- Will they be supporting a one-time opportunity or taking on an ongoing area of responsibility?
- Does your General Manager/Fitness Manager know someone in the Club who may be looking for a learning opportunity or chance to give back?
- Are there any Members who might like to volunteer?

Tip: Check out the [Conversation Guide for Recruiting Volunteers](#)

Questions?

Check out our [Event Leader FAQ](#) on the [Event Portal](#). If your question isn't there, reach out to us at events@goodlifekids.com. We're happy to help!