**Terry Fox Groups**

We’ve brainstormed as a class what needs to happen to make our Terry Fox Run a resounding success. Unfortunately creating a vision of what will happen is the easy part! Making sure that it unfolds how we pictured is much more difficult.

An intelligent individual once said “many hand make light work”; meaning that we now need to coordinate ourselves so that we can work as efficiently as possible. We are now in stage 2 of planning – we need to break into committees and delegate tasks and responsibilities. Based upon the feedback you’ve given during the initial planning, the groups will be broken up by the following responsibilities:

**Promotion:**

* create posters promoting the run
* create announcements and/or video to advertise the event
* promotional activities at lunch
* responsible for obtaining all necessary permissions (tech requests, admin approval) for lunch time promo games.
* responsible for obtaining all necessary equipment for lunch time promo games (work with finance)
* Walk & talks during lunch to promote Terry Fox Run
* Video promotion

**Communications/Finance:**

* responsible for developing a ‘script’ for students to deliver to classes
* responsible for communicating with teachers/admin/students to clarify any concerns
* responsible for securing donations from surrounding businesses (if you want the BBQ to happen)
* purchasing any/all required items for the run, ie, prizes, drinks along the way, etc
* responsible for the final tally of donations
* responsible for communicating with the administration our plans, the custodians for garbage bins, etc.

**Logistics/Tech:**

* responsible for mapping the course
* arranging for teacher chaperones to be present along the course
* ensuring that the various ‘stations’ are set up properly
* essentially acting as ‘gophers’ during the process
* responsible for food (freezies, BBQ)
* arrange for tech equipment to be borrowed – tech form with council
* find individuals to set-up and run equipment
* need mc’s to announce rules to participants
* dj during event/lunchtime
* take down equipment

**Groups:**

**Promotion –**

**Communication/Finance -**

**Logistics/Tech –**

**Meeting Minutes**

**Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Members:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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**Minutes Secretary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Space for minutes/notes

**Delegation of Responsibilities:**

Name Daily Task Time Frame

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