



Spinning For Smiles - Fourth Gear

Fort High's Fourth Annual Bike-a-Thon

March 1-2, 2019

In support of Smiles From Spencer Foundation and
Kids With Cancer Society





Spinning For Smiles Bike-a-thon

Frequently Asked Questions



1. **What is the difference between the registration fee and collecting pledges?**
 - a.) Registration Fee
 - a. \$30.00/ per person made payable to **“Fort Saskatchewan High School”**
Your registration fees will cover food, janitorial service, entertainment, and activities during the bike-a-thon.
 - b. The fee is due by February 1, 2019
 - b.) Collecting Pledges
 - a. All cheques made payable to **“Smiles from Spencer Foundation”** or donate online at <http://www.smilesfromspencer.com/events.html>
 - b. All proceeds will be donated to the Smiles From Spencer Foundation in support of Kids With Cancer Society.
 - c. Pledges are due February 21, 2019
2. **How does registering a team work?**

To register your team please see the Spinning for Smiles Registration Form and submit to the office by February 1, 2019 along with the \$30 per person registration fee to secure your living room.
3. **What do I do if I am the Team Captain?**

If you are the one coordinating your team’s ride for the event, you will register your team and be designated the “Team Captain” for the event. Team Captains will be responsible for motivating riders, collecting and handing in registration packages (registration forms, registration fees, and field trip forms), developing team’s fundraising goal, and attending all Team Captain Meetings.
4. **What if we don’t have enough to make a team of 6-8?**

Fill out the registration form and we will do our best to create teams that work for all students.
5. **Do I have to collect pledges in order to ride?**

Each rider must raise a minimum of \$100.00, this does not include your registration fee. If you are collecting pledges, please coordinate with your Team Captain to turn in all your pledges by February 21, 2019.
6. **How do I get sponsors to pledge/donate?**

Sponsors can choose to pay you directly by cash or cheque or visit <http://www.smilesfromspencer.com/events.html> to donate online. Ensure you track all donations using the donation tracking sheet (located in this package). All your donations need to be handed in by February 21, 2019.
7. **Can I take down a credit card number when I am trying to get pledges?**

You **may not** take down credit card numbers, please encourage people to donate online at <http://www.smilesfromspencer.com/events.html> .
8. **Where do I hand money in?**

Donations can be made in person or online. Please turn in cheques/cash to the Fort Saskatchewan High School office so we can effectively track your pledges. Online pledges can be made by visiting <http://www.smilesfromspencer.com/events.html>.
9. **I need to make a correction on my registration information, how do I do it?**

Visit the school office, and we will be happy to help you out.

10. How do I ask for pledges?

See the “script” attached in this package. Please take the script along with your school ID with you when you are obtaining pledges as proof.

11. Are volunteers needed for the ride?

Yes! It will take volunteers on ride day to make this a successful event. If you are interested in supporting please contact Alyss.Peters@eips.ca.

12. Are fees and pledges accepted on the day of the event?

Yes! Ideally we would like all pledges to be turned in to Fort Saskatchewan High School by February 21, 2019. We understand, in a few circumstances, pledges will need to be submitted on the day of the ride and will be accommodated accordingly. Thank you for doing your best to turn all rider registrations and pledges in early.

13. Can a local business sponsor the registration fees for our team?

Yes! We are also approaching businesses to sponsor the event, so we simply ask that if you would like to approach a businesses to sponsor your team, please talk to the office first.

14. Should our team come up with a theme and dress the same?

Yes! Have fun creating a school appropriate team concept and dress up!

15. How big is my team’s living room?

Your living room will measure 11 feet by 11 feet.

16. Can we decorate our living room?

Absolutely! You are also welcome to bring small furniture items, bean bag chairs, blankets to make your living room a comfortable place. Please do not bring tents, thanks!

17. Will food be served?

Yes! Three meals will be served (supper, late night meal, and breakfast). There will also be nutritious drinks and snacks available throughout the 24 hour period.

18. Will my living room have power?

If your team is one of the top 12 highest earning teams, you will have the choice of having a living room with power.

19. Should I drive to school the morning of the bike-a-thon?

We strongly recommend that you have a pre-arranged ride to and from the school for the bike-a-thon due to fatigue and sleepiness that you will experience as the event concludes.





Spinning For Smiles Registration Form



Please fill out as the information you provide will determine your team's approximate living room location. In order to secure your team's spot in the Spinning For Smiles – Fourth Gear Bike-a-Thon. You must complete the following:

1. Fill this form out and hand in to office when complete,
2. Hand in the signed permission forms, and,
3. Pay the \$30 per person entrance fee to Fort Saskatchewan High School by February 1, 2019.

ALL pledge money/proof of donation is due in the office by February 21, 2019. Your team must collectively raise a minimum of \$100 per participant (not including the \$30 registration fee) in order to participate in the event. Each team will consist of 6-8 team members.

*Required

Fundraising Goal

How much money does your team hope to raise? (keep in mind the minimum is \$100/ person)

Living Room Assignment

Would you like your living room to be located adjacent to your friend's team(s)? If so please indicate the teams(s) you would like to be near. We can't promise locations, but will try our best.

Dietary Restrictions

Do any team members have any dietary restrictions? Please list names and restrictions below.

Thanks for being part of Spinning for Smiles. We look forward to making this event epic and appreciate your time and energy.

Team Name *

Team Members *

Please write down your team member's first/last names and sign below.

Captain: _____

Signature: _____

Team Member: _____

Signature: _____

Team Member: _____

Signature: _____

Team Member: _____

Signature: _____

Team Member: _____

Signature: _____

Team Member: _____

Signature: _____

Team Member: _____

Signature: _____

Team Member: _____

Signature: _____

Disclaimer: By signing you are stating that you are committing to the above mentioned team and assisting in the minimum donation amount required.





FIELD TRIP PERMISSION FORM

Dear Parents/Guardians, this is to inform you that we are planning the following field trip. Please retain Section 1 for your reference and return Section 2 to the appropriate supervisor.

SECTION 1: Field Trip Information (to be completed by the Field Trip Supervisor)

Name of field trip	School
Spinning for Smiles 2019 Bike-a-thon	Fort Saskatchewan High (10-12)

Today's date	Trip Supervisor/Staff Liaison (if not a staff member)	Position
December 5, 2018	D'Anne Bennett	Assistant Principal

Description of field trip
This event is a 24 hour bike-a-thon taking place at Fort Saskatchewan High School.

Departure Date	Time	Return Date	Time	
Friday, March 1, 2019	9:00 AM	Saturday, March 2, 2019	9:00 AM	<input type="checkbox"/> Add a row
				<input type="checkbox"/> Remove a row

Subject/Block	# of Students	Grades

Other supervisors (indicate if supervisor is a teacher, classified staff, parent or other volunteer)
20+ staff members, and approved parent volunteers

Destination(s), include the address whenever possible
Fort Saskatchewan High School -10002 97 Avenue, Fort Saskatchewan, AB T8L 1R2

Purpose of the trip (include curriculum/program alignment)
Fundraiser for community non-profit organization

Activities	Risks and safety precautions
Stationary cycling, associated activities during event	First Aid staff, quiet rooms, security, nutrition stations

Transportation arrangements	Special clothing or equipment required
We strongly recommend that you have a pre-arranged ride to and from the school during the bike-a-thon due to fatigue and sleepiness that will be experienced.	Cycling clothing, change of clothes, team costume

If your child has any **allergies or medical conditions** which require special consideration, please contact the school at 780-998-3751

Request for Volunteers (Field Trip Supervisor please indicate if volunteers are needed and provide a description of duties) Yes No

Description of volunteer responsibilities
Supervision of activities during the event. Please email Alyss.Peters@eips.ca if interested in volunteering for the event.

Payment Information

Amount/cost for field trip \$30.00 or Amount/cost is included in grade/course field trip fee

School fee information for the current school year is expected to be posted on the PowerSchool Parent Portal by early **October**. All fees are due within 30 days of being posted. To access your fee information, simply log in to the [PowerSchool Parent Portal](#) and go to "Student Fees." There you can view your fees and pay them online using Visa, MasterCard or INTERAC Online - when available from your financial institution.

How will refunds be issued? (Refund Statement - AP 505)

Freedom of Information and Protection of Privacy - Notification of Use

The information collected on this form is for the purpose of coordinating field trips in EIPS, including tracking permission and maintaining accurate emergency contact information. This personal information is collected pursuant to the provisions of the *School Act* and Regulations thereto, and the *FOIP Act*, section 33(c). If you have any questions about the collection and use of the information, please contact Elk Island Public Schools' FOIP Coordinator, 683 Wye Road, Sherwood Park, AB T8B 1N2 780-417-8204, or your school principal.

SECTION 2: Parent/Guardian Approval *(Students will be required to follow all applicable school rules for the duration of the trip.)*

If this form is not completed and returned to the school, it will be considered that you have **NOT PROVIDED CONSENT** for your child to participate in the field trip as described above.

Field Trip: Spinning for Smiles 2019 Bike-a-thon

Trip Supervisor/Staff Liaison: D'Anne Bennett

I _____ allow, _____ to participate in this field trip.

Parent/Guardian Signature

Date

Emergency Contact Information

Emergency contact name

Home phone

Work

Emergency

Yes, I am able/available to volunteer on this field trip as described in section 1.

Name

Phone

Email

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Spinning For Smiles – Fourth Gear

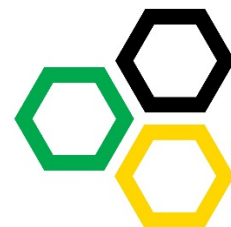
Script for Collecting Pledges

Good Afternoon/Evening my name is _____ (show student ID), I am a student at Fort Saskatchewan High School. On March 1, 2019 Fort Saskatchewan High School will be hosting, in partnership with Smiles from Spencer Foundation, *Spinning for Smiles –Fourth Gear*, a 24 hour bike-a-thon. All proceeds raised go directly to the Smiles from Spencer Foundation, a local non-profit organization which raises money in support of the Kids with Cancer Society. Over the past three years we have raised over \$106,000.

My team has set a personal goal to raise \$_____ and I was wondering if you would be willing to help me achieve our goal?

Thank you very much for your support.

Note: Donations can be made online at <http://www.smilesfromspencer.com/events.html>, cash or cheque made payable to "SMILES FROM SPENCER FOUNDATION".



Spinning For Smiles

Fort Saskatchewan High School - March 1-2, 2019



Bikeathon Rider Name: _____

Team Name: _____



Tax Receipts:

1. Can only be issued if **information is complete and legible**
2. Will only be issues for donations of \$20 or more
3. We will only issue receipts to a mailing address if no email is provided.

Full Name	Donation Amount \$	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	Email Address
Street Address		City	Postal Code Phone Number
Full Name	Donation Amount \$	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	Email Address
Street Address		City	Postal Code Phone Number
Full Name	Donation Amount \$	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	Email Address
Street Address		City	Postal Code Phone Number
Full Name	Donation Amount \$	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	Email Address
Street Address		City	Postal Code Phone Number
Full Name	Donation Amount \$	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	Email Address
Street Address		City	Postal Code Phone Number
Full Name	Donation Amount \$	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	Email Address
Street Address		City	Postal Code Phone Number
Full Name	Donation Amount \$	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	Email Address
Street Address		City	Postal Code Phone Number

Cash Total (this page) \$	Cheque Total (this page) \$	Page Total \$	Participants Initials for accurate total	Office Initials
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Cheques made payable to
"SMILES FROM SPENCER FOUNDATION"

Donate online at:
<http://www.smilesfromspencer.com/events.html>



SPINNING FOR SMILES – FOURTH GEAR

March 1-2, 2019

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Team Name: _____



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