

Key Club Awake-A-Thon To Benefit the Kiwanis Family House



A How to Guide...



Kiwanis Family House, 2875 50th Street, Sacramento, Ca, 95817
www.kiwanisfamilyhouse.org

Mission: To provide temporary housing and support to families of seriously ill or injured children being treated at UC Davis Medical Center in Sacramento.

History, and Population Served: Established in July 1984 by local Kiwanis club volunteers, the Kiwanis Family House serves families who live away from Sacramento who must bring their child to the UCD Medical Center for treatment of a life threatening injury or serious illness. The Kiwanis Family House provides a home-away-from-home for families with children who have an illness or injury that is serious enough that the family's local physician is unable to provide the adequate treatment needed. This results in the family being referred to the UCD Medical Center in Sacramento for the more advanced treatment options available there.

Even though the parents of a sick or injured child are already traumatized from coping with their child's medical condition, they now must contend with travel to Sacramento to receive the more advanced medical treatment available at the UCD Medical Center. Families with already limited resources must now consider the high cost of travel to Sacramento, which can frequently be 300 to 400 miles from their home community. Treatment periods vary, but many times last for an extended period of time

of many weeks or months. Having to arrange for lodging and meals dramatically increases the stress level of the family. A family struggling to meet these basic living needs realizes a severe strain on their financial well being.

Without the temporary housing and support offered by the Kiwanis Family House, many of these families in crisis coming to the UCD Medical Center would have no other alternative but to sleep in the hospital waiting rooms or in their cars. The Kiwanis Family House was established to provide the overnight accommodations these desperate families need, as well as to provide for their other basic living needs such as food and clothing.

Key Club Awake-A-Thons: The information included in this Guide is meant to provide general guidelines for a Key Club to organize an awake-a-thon to benefit the Kiwanis Family House. For more information, please contact Kiwanis Family House development manager Gary Christensen at (916)215-1460 or gjcsmc@aol.com .

Key Club Awake-A-Thon Benefiting the Kiwanis Family House:

General Guidelines: Awake-a-thons hosted by Key Clubs are a great way to raise money for a favorite charity. Several Key Clubs in the Sacramento area have hosted many awake-a-thons over the past few years and have raised funds for several charities, including the Kiwanis Family House. The Kiwanis Family House is encouraging Key Clubs throughout the Cal-Nev-Ha district to host an awake-a-thon event with the Kiwanis Family House as the beneficiary.

The awake-a-thons in the Sacramento area have all been conducted at the school of the host Key Club. They are held on either Friday or Saturday evening, starting at 7:00pm and ending at 7:00am. Each Key Club member attending is expected to solicit pledges and must pay a minimum entrance fee of \$20, \$25 or \$30, which is paid from their pledges. The minimum entrance amount is determined by the hosting Key Club.

Neighboring Key Clubs are invited to participate, which usually results in 6 to 10 other Key Clubs in attendance. The event is held in the gym and/or multipurpose rooms of the school. The faculty advisor of the host Key Club is the primary manager of the event. Adult chaperones are required to be in attendance at all times, with the minimum number on hand at any given time set at from 6 to 10.

The twelve hour event is structured with different planned activities for the Key Clubbers which can include an event opening rally, entertainment, presentations by the beneficiaries, dances, sports games, movies, board games, etc.

Refreshments are provided which can include sports drinks, bottled water, chips, cookies, fruit, hot dogs, etc. Many times local merchants will donate the refreshments.

First step for the faculty advisor is to confirm approval by the school administrators to hold the event on the school grounds. A date needs to be selected which doesn't

conflict with other major events, i.e. district convention, conclaves, DCM's and school events.

Based on the school facilities available, a maximum capacity and minimum entry cost for entrance should be established.

The Kiwanis District must also approve the event via an Event Request Form. Each Key Club attending the event must have their own Event Request Form approved by their faculty advisor, Kiwanis advisor and Regional Key Club advisor. The ERF form is available on the Key Club District website.

It's recommended that the awake-a-thon be planned at least 60 days before the event. Once the date is established, promotion of the event to other Key Clubs, recruiting of chaperones and the request for refreshment donations should be initiated.

Since this is a school based event, all requirements of the school district must be adhered to, i.e. security on hand, janitors on duty, screening of chaperones, etc.

Chaperones should be recruited to work 2-3 hour shifts. The duties of the chaperone usually means being on hand to insure student safety and proper behavior.

The students will bring their own blankets, pillows, sleeping bags, electronic games, TV's, music players, refreshments, etc. They will set up a spot on the floor of the gym or multipurpose room to relax when not involved in organized activities.

Awake-a-Thon Outline: Below is an outline of how to hold a successful Key Club awake-a-thon. This outline is intended to be a general guide that should be adapted to the requirements of the school district.

The best time of the year to hold an awake-a-thon is November. The next best time is March.

Awake-a-thons can be hosted by either a Key Club or a Kiwanis Club.

1. Crucial contacts for approval
 - a. School District Administrator
 - b. School Principal or Activities Director
 - c. Kiwanis Key Club advisor
 - d. Kiwanis Key Club Regional advisor

NOTE: This event cannot be advertised until all approvals have been received, so make arrangements early.

2. Planning –
 - a. A committee of Key Club members should do as much as possible
 - i. Complete paper work.
 - ii. Awareness and compliance of school and Kiwanis policies.

iii. Set minimum amount for admission, \$20 or \$30. Members are encouraged to raise more through pledges.

iv. A prize should be given to the student who raises the most money through pledges.

v. Attendees must be dues paying Key Club members.

vi. Have planned activities throughout the event.

b. Leadership

i. Hire a security person.

ii. Plan to receive paper work and cash at the door. Nominate an adult to be responsible for the cash. Each person entering must be checked off and given a wristband.

iii. Define off limit areas

iv. Adequate bathrooms open for use.

v. Lots of food and refreshments.

vi. Extension cords and power strips.

vii. Flashlights for chaperones

viii. Provide lots of garbage cans and recycle containers.

ix. Invite guest from Kiwanis Family House to speak.

x. No tents allowed.

xi. Contact facility manager at the school to be sure someone has necessary keys, codes and emergency contact numbers.

c. Chaperones

i. Set time in and out.

ii. No late arrivals or early departures (without written parental approval)

iii. Set up four shifts for chaperones.

iv. Create a walkway through the center of the main gathering area.

v. Off limits doors are wrapped with tape or paper, not blocked in case of emergencies

vi. Inform attendees about the designated off limit areas.

vii. Each attending key club should provide at least one chaperone.

d. Forms

i. Flyers

ii. Letter from Key Club Faculty Advisor

iii. Pledge sheet

iv. Event Request form

v. Awake-a-Thon Chaperone Contact form

vi. Example e-mail to clubs about Awake-a-Thon event

vii. Awake-a-Thon Club Roster form

viii. Student Field Trip Authorization

Sample Email to Key Clubs about Awake-a-Thon event:

Hey Region 16! Pleasant Grove High School of Division 7 South is having its annual Awake-a-Thon.

Doors will open at 7:00pm. Doors will close at 10:00. If there are any special issues on why some members may arrive late, other events, etc, please let me know directly. Include the name, the club the reason and an estimated time of arrival.

Minimum amount of pledges: **\$30**

Proceeds will be donated to the **Kiwanis Family House.**

www.kiwanisfamilyhouse.org The Kiwanis Family House provides temporary housing and support to families with seriously ill or injured children being treated at the UC Davis Medical Center in Sacramento.

What will occur at Awake-a-thon?

We will have a rally full of icebreakers and games. There will be basketball, indoor soccer, volleyball and dodgeball tournaments. There will be a dance from 1-3AM.

Bring your own entertainment! Bring your small televisions, video games, etc. If you want to enjoy your electronics, please bring extension cords. Tell the members to watch out for their belongings. Also, tell members to bring their own food/drinks.

Attached are the following forms:

Chaperone form: On this form, please fill it out completely – include the names of those that will be willing to chaperone for the night, include their name, contact number and the times they can chaperone. Please include your faculty and Kiwanis advisors here as well.

Pledge form: Each member **MUST** bring this form to the door, along with the pledge money.

Roster form: Presidents, please use this form to list those from your club that will be attending. There will be a registration section at the door on the night of the awake-a-thon. If a member's name is not on the sign-in sheet, they will not be allowed to enter. Also, please ensure that each member is a **PAID** Key Club member. We will need a roster from each club. **PLEASE email me your rosters ASAP.**

CHAPERONES: This is **CRUCIAL**. We need to ensure the safety of the members. At the awake-a-thon, we will have a deputy sheriff that will be patrolling as well as our school's security guard. We are strongly hoping that each school provide a minimum of 2 chaperones (including faculty/Kiwanis advisors). The more adult supervision, the better off we will be. Please do not take this lightly, this is a serious matter and I hope each club will do its duty to ensure safety of the members by providing chaperones. Chaperones = 21 years or older. Ask teachers, relatives of members, etc! Chaperone do not have to stay the whole night, they can work in shifts suitable for them (all info is on the chaperone form attached).

Sample letter from faculty advisor to parents:

As you know, Key Club is a community service club. Our major community service event for this winter is to try to raise money for local south area food shelters and the Kiwanis Family House (for families of kids hospitalized at the UCD Med Center at Stockton Blvd). For more information, visit www.kiwanisfamilyhouse.org

Toward this end, we are sponsoring an "Awake-A-Thon" fundraiser. Students seek donations from the community (or sell Breakfast bars on campus to raise \$20 worth of donations) (or more if they are able). Many adults sponsor the student by donating money based on how many hours the student can stay awake at our event. One hundred percent of donated money goes to the charities; the key club students have already raised the money for the security and food at the Awake-A-Thon.

Students come to the event at 7pm (after having eaten dinner) and stay all night until 6-7 am the next morning. We are staying in the High School Gym area. Once the students are in, we lock the doors, and students must stay the entire night. We have a variety of sporting and social events inside the gyms to keep the students entertained. We also feed them; barbequed Hotdogs* at 10:00 pm, home made muffins or cake at 1 am, and a pancake breakfast at 5:30.

We expect to raise several thousand dollars for these charities. At the current time, we probably have enough chaperones, but we can always use more. If you (or another adult relative (age 23 +) can chaperone, we will, of course, waive your child's minimum donation, as your time is donation enough. Please contact the faculty advisor if you can help us in this manner.

All students need to turn in a form signed on both sides by their parent or guardian:

Side 1 is the Code of Conduct

Side 2 is the Student Event Authorization and medical release form

These forms are due to your student's teacher who is the school key club advisor by January 20th.

Students should not bring any thing that they would not normally bring to school, except that many students bring blankets to sit on the gym floor, and some students bring videogame equipment. If the student does bring expensive stuff, the student must watch it. Students can bring food if they really want, but we should have enough food for the students to survive the 12 hours. We will not have anything for sale at the Awake-A-Thon, so students have no need of cash (except the donations, which hopefully, we will have already collected).

The event promises to be fun, and is our biggest fundraiser of the year. We really hope that all Key Club members will be able to participate.