Kaps4Kids Fact Sheet

Raising Much Needed Awareness and Funds for Kids With Cancer!

Kaps4Kids is a way that your school can come together to raise awareness and funds in support of children and families affected by a diagnosis of childhood cancer. For a $1 minimum donation per participant, you can wear a cap, hat, fedora, scarf or whatever you would like on your head to show your support for kids with cancer, raise funds for much needed community programs and help ensure that Ontario Parents Advocating for Children with Cancer (OPACC) continues to help children and their families throughout their cancer journey.

Each Event:

☐ Creates opportunities to understand the issues related to childhood cancer;
☐ Supports local community engagement for families affected by childhood cancer;
☐ Provides much needed funding for childhood cancer awareness & support programs.

Event Organizers Receive:

☐ One-on-one support for their local event;
☐ Access to event planning promotional items like templates for posters, press releases, letters to parents, and donation tracking forms;
☐ Gift card prizes awarded to the participating school and their top fundraising class (amount depends on total amount raised, see website for tiers).
Kaps4Kids – How to Host an Event

We understand that each school, workplace, organization or group has differing rules and regulations; we are here to help you tailor your event to ensure it meets your needs and requirements. Below are a few quick tips to get you organized in 5 easy steps:

- **Step 1:** Pick a date for your Kaps4Kids day and register your event with OPACC via email *(Tip: it’s usually best to select a date 4-6 weeks away so that you will have time to prepare, depending on what you want to do, but it can also be done in as little as 1-2 weeks!)*.

- **Step 2:** Introduce Kaps4Kids to others at your local school – school staff and faculty, students, and parents. All materials required to do this (templates for letters, flyers, etc.) are available via email support once you have registered your event.

- **Step 3:** Promote the event! This event can be as low-key or as creative as you like. It’s up to the individual schools to decide how they would like to run and promote it. Maybe it’s as simple as just getting the kids to donate $1 and wear a hat on that day; maybe it’s more involved such as tying it in to a fun event to raise even more – it’s up to you! Promote the event at the school, via e-blasts, through the school newsletter, etc. *(Tip: You can also promote beyond the school by preparing a press release – template provided by OPACC - and distributing to local media outlets to get wider coverage)*.

- **Step 4:** On the day of the event, collect money from participants (all money can be collected by one designated individual or broken down by classroom) *(Tip: It is often best to have each teacher collect donations from their own class and then turn it in to a designated person)*.

- **Step 5:** Mail a cheque payable to “OPACC” for the total amount. Upon receipt of the funds, OPACC will send your school a Participation Recognition Certificate and arrange for the gift card prize to be mailed. We would also love to see photos of the event that we can share on our website and social media to get other schools interested (we can blur student faces if requested)! Be sure to contact us with any feedback or suggestions so that we can keep improving future events. Thank you!!!