



Fitness, Fundraising  
&  
Wellbeing



# WELCOME PACK



Everything you need to know to have  
a successful fundraising event



[www.activkidsuk.com](http://www.activkidsuk.com)

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## Included in this pack:



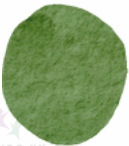
Link for welcome video (sent via email prior to your assembly)



Sponsor forms for every pupil in your school



Sticker for every pupil in the school



Event posters



Sponsor Forms for all teachers



Certificate of Appreciation

# Welcome to ActivKids UK

Our goal is to raise money for over 5000 primary schools by 2028 and thank you for being a part of the journey. This also means that we will have the opportunity to promote fitness and wellbeing to over 1 million children across the UK.

During this event children will have an unforgettable day meeting one of our athletes and may be inspired to be our next Team GB Champion!

Speaking of athletes, the children will compete in a fitness circuit with the athlete as well as being part of a motivational assembly.

How schools benefit from our events:

- We offer a financially risk free event to help raise money for your school (providing the school support the programme by issuing sponsorship forms and holding an assembly on an agreed date - usually 4 weeks prior to the event).
- We offer a motivational assembly promoting the importance of physical health and mental wellbeing.
- Children will get to meet a professional athlete and learn about their career path.
- We also provide materials for delivering wellbeing sessions in your school following our visit.

Who else benefits from these events?

- Athletes that lack funding or are unsponsored
- Children in disadvantaged areas
- Other schools, the more schools involved in the programme will enable ActivKids to continue with events and motivating children across the country
- Parents, teachers and pupils - through our wellbeing hub on our website. We offer resources from various sources that can be used to help with mental wellness.

*I just wanted to say a personal thank you for supporting ActivKids UK. I have worked in the education industry for the last ten years, being both employed and through voluntary work. I wanted to be able to create something that would give back to the next generation as well as the schools across the country, so I have developed ActivKids UK. I believe both physical fitness and mental wellness are key for the healthy development of our children and wanted to add something positive to their growth.*

Nathan - Founder



# The Event

## Before, During and After

### Before the Event:

Four weeks before your event we ask the school to hold a full school assembly, play the ActivKids Welcome Video and hand out sponsor forms to all of the pupils. Using this welcome pack will give you the format of the day and give you some tips to help your school raise more money. Please follow instructions and complete sections in this welcome pack to get the best from your event.

Please hold an assembly 1 week before the event to inform the children to start bringing in their sponsor money, we will call the school the day before your event to ask for amount raised and prizes that need to be issued. Please set up the hall and complete the risk assessment in this pack.

### During the Event:

The session can be either a morning or afternoon session and will last between 2 and 3 hours. The fitness circuit will begin the event and we ask for a constant flow of children to be brought to the hall class by class. As they complete the circuit we ask that they be taken back to their class. The fitness circuit will be led by our athlete, so feel free to watch or take part!

The children will be challenged in a short circuit and will have 1 minute in each of the following stations:



Spotty Dogs  
Leg Drives  
Press Ups (full or half)  
Star Jumps



When the fitness circuit is complete this would be a good opportunity to use the rewards page to count out prizes and gather the children who are eligible for a photo with the athlete.

After the prizes have been organised we ask you to bring all of the children together for an inspirational assembly and Q&A with the athlete. (the athlete will need a projector to deliver their presentation).

### After the Event:

During the assembly the athlete will discuss the importance of physical fitness, healthy eating and mental wellness. They will also discuss their career and aspirations. If possible they will give a demonstration or play a video of their sport. This will be finished off with a Q&A with the athlete.

Athlete will hand thank you rewards to the event organiser which could be issued in a rewards assembly (your choice). Please double check the personalised photos as the athlete will not be able to return to redo them. ActivKids UK will provide the school with some resources to deliver some wellbeing sessions after we have left - please get in touch with the office if you would like these.

# Your Fundraising Event in just 6 Easy Steps

Our fundraising event runs over a 4 week period. There are 3 weeks of fundraising and 1 week for the collection of sponsor forms and sponsor money. We ask that steps 1 - 5 are completed before the arrival of your athlete.

Your athlete will be attending your school on: .....

1

## Step 1

Please hand out your sponsor forms and play the ActivKids UK Welcome Video on:

---

2

## Step 2

Hold a second assembly after 2 weeks to remind the children to continue with their sponsorship and inform them the sponsor money will be collected the following week.

3

## Step 3

Sponsor forms and money collected and counted on:

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(This information needs to be given to the ActivKids UK office the day before the event).

## Step 4

Complete the rewards page in this booklet. Please give prize information to the office and to the athlete on arrival.

This means the day will run smoothly and the athlete can issue the correct prizes to the children.

## Step 5

Please set up hall as displayed in this book.

All risk assessments (included in this booklet) to be completed by you and the athlete to ensure a safe event.

## Step 6

Enjoy your Day!

Why not invite your local newspaper or press to boost the profile of the school.

4

5

6

## Some tips to help boost fundraising:

- Put the event on your socials, raise awareness to parents in your network.
- Hold regular assemblies and get the children excited for their athlete visit.
- Practice the challenge in PE lessons.
- Ask the children to research the visiting athlete.
- Take part yourself, compete against the athlete and fellow colleagues.



# Sponsorship Divide

ActivKids UK will contact you the day before your event and issue you with an invoice for what we collect from your event. use the below form to work out the sponsorship divide. Please issue the athlete with the Welcome Pack on their arrival.

ActivKids UK will take a small administration fee for the running costs of the event and to enable us to continue with our goal to promote fitness and wellbeing to children across the UK.

We would collect the administration fee + 40% which comes back to us to help our unsponsored athletes.

Please see a breakdown below.

## Administration Fee:

$$\begin{array}{ccc}
 \text{Number of Pupils} & @ & \text{Cost per pupil admin fee} \\
 \text{---} & & \text{---} \\
 \text{---} & = & \text{Total Admin Fee} \\
 \text{---} & & \text{---}
 \end{array}$$

## Working out the amount to split:

We take the cost per pupil admin fee out of the total amount raised to cover administration costs.

$$\begin{array}{ccc}
 \text{Total Raised} & - & \text{Cost per pupil admin fee} \\
 \text{---} & & \text{---} \\
 \text{---} & = & \text{Remaining} \\
 \text{---} & & \text{---}
 \end{array}$$

The remaining amount is now split:

60% goes to your school - enter this amount to the right:

40% goes to the ActivKids UK unsponsored athlete fund:

$$\begin{array}{ccc}
 \text{40\% Remaining} & + & \text{Administration Fee} \\
 \text{---} & & \text{---} \\
 \text{---} & = & \text{---}
 \end{array}$$

$$\begin{array}{c}
 \text{---} \\
 \text{---} \\
 \text{---}
 \end{array}$$

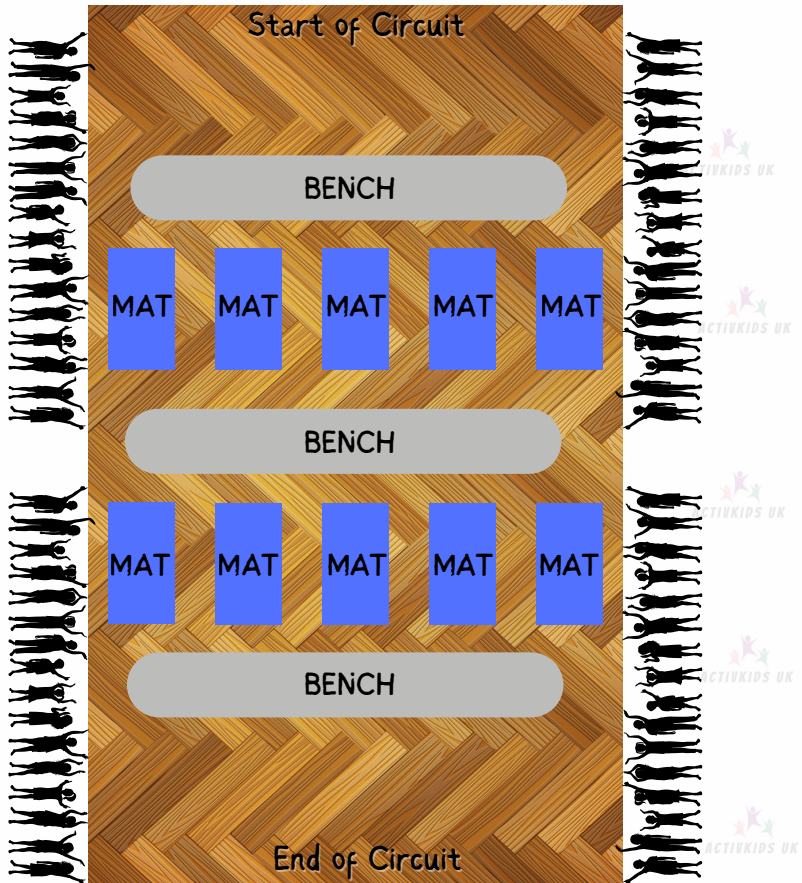
Total amount that is collected by ActivKids UK and invoiced for the day before your event.





# Floor Plan

Divide the school hall into 4 areas using mats and benches like in the diagram below. Please line the children up in 3 rows along the side of the hall until they are ready to take part in the circuit. Once the first group have completed the first part, the next group of children can be moved to the start of the circuit and as they progress bring up the next group. As the children wait to start or complete the circuit we encourage that they can cheer their team mates along.



The 4  
Steps

1

Spotty  
Dogs

2

Leg  
Drives

3

Press  
Ups

4

Star  
Jumps

1. Spotty Dogs - An aerobic exercise to warm up the body.
2. Leg Drives - An exercise to challenge and strengthen leg muscles.
3. Press Ups / Half Press Ups - An exercise that uses arm and pectoral muscles
4. Star Jumps - A fun way to cool down.

## Risk Assessment

Safe Exercise is very important to ActivKids UK. To ensure the safety of your staff, children and our athlete please can you ensure the below risk assessment is complete by a member of your staff and by our athlete on their arrival.

Hazards	Possible Cause of Harm	Condition Required for Event
1.Slips/ Fall  2.Collisions  3.Crushing	1. Condition of flooring, exercise mats  2. Objects left out. furniture  3. Lack of Space	1.Floor covering & mats in good condition. area clean and tidy  2.Loose items and unnecessary furniture to be removed from event area and non-movable furniture to be segregated from the event area  3. Area needs to be suitable size for number of children involved.

I confirm I have checked all possible hazards and conditions are suitable to run the event

I confirm I have checked all possible hazards and conditions are suitable to run the event

On behalf of School: .....

Date: .....

Athlete: .....

Date: .....

By signing you confirm you have checked all possible risks and deem them safe for ActivKids UK to run the event. ActivKids UK will accept NO responsibility of for injury or damage caused by the above being unsuitable during the event.



## FAQs



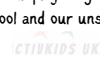
What happens if we don't raise enough money to cover the admin fee? Are the school expected to pay the remaining amount?

As long as the sponsor forms have been issued a minimum of 4 weeks before the event and you have got fully behind the event then ActivKids UK will collect the money that has been raised and take on the loss. If a school does not hand out the sponsor forms then a school will be expected to cover all costs of the event.



Why is there a reward system?

All children receive a sticker for taking part in the event. As an extra thank you we have added the reward system in. We solely rely on the sponsorship money to keep our project going we feel that the rewards motivate the children to raise more money which in turn raises more money for the school and our unsponsored athletes.



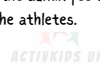
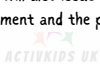
Are the athletes DBS checked?

All our athletes have had an enhanced DBS check - this will be available to see by contacting our office. They will also be carrying ID with them on the day.



Why do we need to count the sponsor money and give the welcome pack to the athlete on the day?

We ask for a minimum of 4 weeks for the fundraising, 3 weeks for the pupils to go out and fundraise and one week to collect in. We ask the school to have this collected and counted so we can issue out prizes on the day. The athlete will only be in the area on that one day so we would need to know the numbers on their arrival. We will also issue an invoice for the admin fee & 40% athlete funds the day before the event. The welcome pack contains the risk assessment and the prize list for the athletes.



Can we give cash to the athlete on the day?

Due to the safety of our athletes, they are now unable to take cash from the schools, if you wish to pay in cash to our account or arrange for cash to be collected by courier please contact the office directly.



How does this visit benefit us with our Ofsted report?

Our events promote the importance of physical fitness and mental wellness. The visit itself demonstrates that you are actively promoting a healthy lifestyle to the children of your school. We have received so much positive feedback from the schools we have visited, some of their children were inspired, by the athletes motivational presentation on the day, to be more active and involved in sports.

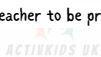


What do the athletes talk about?

The athletes will hold a PowerPoint assembly at the end of the fitness circuit. They will go through the following: the importance of healthy eating and physical activity, how a healthy body can lead to a healthy mind, their career and a video demonstration of them competing. This will be followed up by a Q&A and prize giving. Prizes issued for children who raise between £5 and £14.99 (a signed photocard), who raise between £15- £34.99 (a signed poster) and a prize for the children who raise £35+ (gold medal, personalised certificate and a photo with the athlete on your school camera). All children will receive a sticker for taking part in the event.

Can the athlete be left unsupervised?

To ensure safety we ask a teacher to be present with the athlete at all times.



## Our Partners

Our events wouldn't be what they are without the support of some of our partners. Please take a moment to see what they do, they may also be of help to your school.



Increase daily physical activity in your classroom with our online 5-minute exercise routines, and 2-minute chill-out routines, designed specifically for projection onto classroom whiteboards or screens.

Many of our resources are also available in French, Spanish and Welsh to help promote cross-curricular language learning. There's no teacher preparation required



[www.5-a-day.tv](http://www.5-a-day.tv)



Able2B is a community interest company set up to develop services that help improve function for children and adults with a disability.

Able2B works with many Special Education Needs and Mainstream Schools and Disability Organisations to provide inclusive services to improve physical function, self confidence and social skills.



[www.able2b.co.uk](http://www.able2b.co.uk)



Rocktopus are an award winning rock band for kids, families, schools and anyone who is young at heart! Since forming in 2015, they've taken their high energy, interactive school workshops, live shows and conference energisers to all corners of the UK.



[www.rocktopus.co.uk](http://www.rocktopus.co.uk)



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365

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