Change for NF
ctf.org
GUIDEBOOK
For years, the Children’s Tumor Foundation has participated in endurance events, walks, and other community building events across the country to raise awareness and critical research dollars to end neurofibromatosis (NF). With the Classrooms that Care program, children can now join the fight to End NF! Coordinating a Change for NF fundraiser is one great way to get kids involved.

Yup, it’s a big word. Neurofibromatosis is a disorder that affects one in every 3,000 people around the world. NF can cause tumors to grow on nerves throughout the body and can lead to serious health issues.

There is no cure right now for NF, but the CTF Change for NF fundraiser can change that! Kids can spread the word in their school about NF and raise donations that will help us find treatments and a cure.
ABOUT THE PROGRAM

Change for NF is an exciting program designed by the Children’s Tumor Foundation to empower kids to help others. The program gives students the tools they need to move their compassion to action while making change in the lives of those affected by neurofibromatosis (NF). All it takes is a motivated School Captain (that’s you) and kids who want to make a difference (that’s every kid you know)!

How it works:
Kids work together with other classmates to collect change during a determined period of time. The whole idea is to collect coins. Students can search under the couch cushions, in their washing machines, at the bottom of the laundry bag, under the car mat...any place they might find spare change. They can also ask family and friends for donations, or do odd chores for coins. They might even run a lemonade stand or a rummage sale from home one weekend! Each student participates at a level that his/her family feels is appropriate, and each classroom pools their donations...because every penny counts in the fight against NF.

Change for NF will provide you, the School Captain, with all the tools you need to get started:
• Individual Change for NF collection boxes
• Letter to parents explaining the Change for NF program
• Posters (if you don’t gather up a group of kids to make your own)
• Checklists and suggestions for running a smooth but exciting campaign
• Access to information about our national NF Heroes
• Educational pamphlets about NF

As a School Captain, you will be teaching kids to move their compassion for others into action as they make a difference in the lives of those with NF. These are crucial skills that they will truly use for the rest of their lives. Complete our online form at ctf.org/classrooms or contact us for more information:

Julie Pantoliano
Youth Development Manager
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**SCHOOL CAPTAIN CHECKLIST**

Below are steps to follow to execute a Change For NF fundraiser in your school. Don’t forget that the CTF Classrooms that Care staff is available to assist along the way!

- Get permission for Change for NF from appropriate school leadership. *Make sure to ask about their fundraising procedures and guidelines.*
- Choose a kick-off and finish date with guidance from principal.
- **Talk about Change for NF in different classrooms or with different teachers (or speak about it at an assembly).**
  - Explain why Change for NF is important:
    - Talk about NF
    - Share your story
    - Talk about Children’s Tumor Foundation
- Create posters that you can display throughout the school.
  - You can make these posters with classroom groups during an after school program, or even a sleepover (the more people involved in making posters, the better). Or ask an art or computer graphics teacher for ideas!
  - If you have limited time, use the posters provided by the Kids Program.
- Distribute Change for NF boxes to all participants. Make sure to send home the *Parent Letter* at the same time... or ask the school to email the letter to parents a day in advance.
- Keep everyone’s excitement up during the fundraising drive. Talk to your CTF Classrooms that Care staff partner for ideas!
- Wrap it up:
  - Collect and count all coins. Refer to the *Collection Guide* for suggestions.
  - Turn in donations to:
    - Children’s Tumor Foundation
    - 370 Lexington Avenue, Suite 2100
    - New York, NY 10017
    - Attn: Classrooms that Care
    - School/Participant Name
    - *Note: make sure you check with your principal about their procedures for making donations. The school might want to write the check; they might want you to write the check.*
- **Announce fundraising results at school.**
  - Schools who raise over $3000 will receive an official *Change for NF Gold Star* banner to display.
  - Awards will be given to individual classrooms that raise at least $250.
COLLECTION GUIDE

Step 1: Create a plan for change collection.
Will students bring their money to the classroom on a daily basis, once a week, only at the end? Who will gather the coins from each classroom at the end of the collection period? Make sure you take into consideration any policies in place at your school. Consult with the principal to ensure your plan will work with their policy.

Step 2: Encourage online donations!
CTF can help you create a school-specific page through their Classrooms that Care website.

Step 3: Accept checks and paper money.
Make sure all paper money is converted to a check and payable to the Children’s Tumor Foundation.

Step 4: Make it fun!
Create a tally sheet to keep track of each classroom’s standings. Ask teachers and their students to count coins daily; announce the results during the following morning’s announcements or chart the daily standings on a bulletin board.

Step 5: Count your change.
- Local Bank: Talk to nearby banks in advance and let them know about Change for NF. Ask if they will allow you to schedule a time to bring in the coins; also ask if they will count it for free.
- CoinStar: These automated machines can be found at local supermarkets https://www.coinstar.com/kioskfinder. Keep in mind that there is a service charge to use this machine.
- School Involvement: reach out to the parent/teacher organization, National Honor Society, or other groups on campus and ask for volunteers to help with coin counting and rolling throughout the campaign.

Step 6: Ask principal about school’s procedure for processing donations.
Some options include: process the cash collected through the school’s business office and send the check to Children’s Tumor Foundation; 370 Lexington Avenue, Suite 2100, New York, NY 10017 OR ask the bank to make out a money order to Children’s Tumor Foundation and mail it to us OR write a check for that amount from your personal account.
Dear Parent/Guardian,

Your child is joining students across the nation who are making Change for NF.

Change for NF is a program that empowers kids to help others. By collecting spare change, students raise money for research to find a cure for neurofibromatosis (NF). NF is a term for three different disorders, all of which can cause tumors to grow on nerve cells, resulting in complications such as learning disabilities, blindness, deafness and debilitating pain.

The money students raise while making Change for NF will be donated to the Children's Tumor Foundation (CTF), whose mission is to raise awareness and find both treatments and a cure for NF. The largest private funder of NF research, CTF is a top-rated, highly respected charity. You can learn more about their innovative work at www.ctf.org.

Your child has already received a Change for NF collection box. In the fight against NF, every penny counts...so their mission is to fill the box with spare change. They can flip over couch cushions, empty jeans pockets, clean out the back seat of the car and start filling up the collection box today. They can even have a lemonade stand one weekend, or make friendship bracelets for extra change. Family friend need help weeding their flowerbed? They probably have some spare change, too!

You will watch your child transform as they discover new ways to make a difference in the lives of others. When kids are empowered to become advocates for others, the sky is quite often the limit!

Thank you in advance for making Change for NF.

Sincerely,

Julie Pantoliano
Youth Development Manager
jpantoliano@ctf.org
646-738-8551

P.S. You can also make a direct donation to the Change for NF program online at http://www.ctf.org/classrooms. Or mail a check made out to the Children's Tumor Foundation: 370 Lexington Avenue, Suite 2100, New York, NY 10017. Attention: Kids Program.