

CLASSROOMS THAT CARE

10 STEPS TO GET STARTED

1 CHOOSE AN EVENT

Host a pajama day, put on a talent show, hold a sports tournament - anything your students would rally behind to raise funds for NF!

We also have some turn-key options available: **Change for NF** and **Hero Dash**. Learn more about these programs or get additional ideas by visiting:

www.ctf.org/classrooms

2 ASK YOUR SCHOOL

Ask your school counselor, principal, coach or favorite teacher. Here's how it would go:

Question: "Would you be willing to host an educational fundraiser in our school in honor of NF Hero (NAME) this year?"

Answer: "Yes, we would love to help your Hero!"

3 REGISTER

Once you have approval from your school, fill out the Classrooms that Care Interest Form at www.ctf.org/registerclassroom.

From here, our team will reach out with next steps. Your contact will be **Julie Pantoliano, Senior Manager Youth Development**:
E: jpantoliano@ctf.org
P: 646-738-8551

4 INTRODUCE CTF TO SCHOOL CONTACT

Broker an email introduction, which will allow the Children's Tumor Foundation to begin a relationship with the school. This will help in ease of logistics, and can help us continue a partnership with your school even after your NF Hero has graduated.

5 PICK A DATE

We want to make sure our calendar is FULL of Classrooms that Care events around the country. You are welcome to do a Classrooms event that lasts one day (like a Denim Day), one week, one month, or even an entire semester! This is entirely up to your school and its schedule.

6 SET UP YOUR SCHOOL'S FUNDRAISING WEBSITE

In addition to collecting funds in person, your school's fundraising website is a great way to promote the event, collect online donations, or sell tickets (if applicable).

Select a team captain (e.g. your Principal) to be Team Captain to sign up your school on: join.ctf.org/classrooms2019

7 LET THE FUN BEGIN!

Once a date has been set, we can mark a date for an educational assembly to kick off the campaign. CTF can provide posters to promote your fundraiser, as well as videos and lesson plans to teach your students about neurofibromatosis.

8 FUND COLLECTION

At the end of your campaign, collect change, dollars, and pledges. Once a final count has been done, please send a check to the Children's Tumor Foundation with your school's name in the memo:

Children's Tumor Foundation
120 Wall Street, 16th Floor
New York, NY 10005

9 CELEBRATE

Your school has done something incredible, making a real difference in the lives of the millions with NF. Make sure to celebrate your school's success! CTF may also recognize schools with awards and share success stories, and can help you with press release templates to share your achievements in your town.

10 SIGN UP FOR NEXT YEAR!

www.ctf.org/classrooms

CHILDREN'S TUMOR FOUNDATION
ENDING NF THROUGH RESEARCH