**COORDINATOR’S TIPS**

* **Select DATE and LOCATION.**  
  Check school calendar for conflicting events and other school fundraisers.
* **Allow ADEQUATE TIME for organization.**Start planning six to eight weeks before your event.
* **Promote the EDUCATIONAL VALUE of the event.**  
  Educate students about heart disease and stroke, the purpose for doing a JRFH/HFH event, and how their participation helps to fight heart disease and stroke in your area.
* **Display THANK-YOU GIFTS.**  
  Showcase thank-you gifts increases interest and promotes fund raising.
* **PROMOTE the event.**  
  Use flyers, posters, and announcements. Involve students in a posters contest. Display these posters around school and community to spark interest.
* **Make JRFH/HFH an ALL-SCHOOL EVENT.**  
  Involve everyone at your school by integrating all curricular areas.
* **Set a DEADLINE to collect donations.**  
  Remind students to bring in their collection envelopes on or before the collection deadline.
* **THANK all participants including students, teachers, volunteers and administration.**   
  Use AHA certificates, announcements, and school website and newspaper to show your appreciation.
* **DISTRIBUTE thank-you gifts.**

