

Running the Allergy Awareness Challenge



Checklist

Learn

- Watch video overview and read “Running the *Allergy Awareness Challenge* 101”.
- Read through entire website to understand program and commitment needed.
- Decide whether you think it would be a fit at your high school.
- Ask a friend whether they would want to assist you as the co-coordinator.

Sign-up

- Fill in the sign-up form on www.AllergyChallenge.ca.
- Include all required information about you and your school.
- Seek permission from a principal, administrator or teacher supervisor.

Download

- Download all of the resources provided on the “Download Page”.
- Send documents, or share access with your co-coordinator.

Plan

- Assign responsibilities between you and your co-coordinator.
- Determine dates to run the three program challenges with assistance from your teacher supervisor.
- Determine locations and times to run the three challenges.
- Sign up 6 volunteers to help you in running the challenges.
- Go over the program details with all of your volunteers.
- Locate a laptop, projector and screen to use for *Food Allergy Jeopardy* and the *Food Spelling Bee*.

Promote

- Read the promotion schedule and have volunteers sign-up for each task.
- If possible, promote the *Allergy Awareness Challenge* at an assembly using the script provided.
- Promote the challenges through your school's announcements with the scripts provided.
- Put the available posters up in your school in accordance with the promotion schedule.

Run

- Familiarize yourself with the game scoring instructions.
- Print out "Allergy Information Sheets" to have on hand to give out to participants.
- Print game materials for all three challenges.
- Have all PowerPoints loaded and tested on your laptop before running the challenges.
- Print out a leaderboard, post in a central location and update with the current standings at the end of each challenge.

Follow-Up

- Announce the winning grade over the announcements.
- Take down program posters.
- Download the volunteer certificates. Have your teacher supervisor sign off on the number of hours your volunteers dedicated to running the program.
- Fill in the program evaluation form and send back to Food Allergy Canada.
- Spread the word to your friends in other schools!