

Running the Allergy Awareness Challenge

Checklist



Learn

- Watch slideshow overview
- 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 to assist you as the co-coordinator

Propose

- Print out proposal letter for principal
- Give proposal letter to your principal and help him/her understand the program
- Ask principal to fax, mail or email the signed proposal letter to Anaphylaxis Canada
- Ask principal for a suggestion for a program teacher supervisor

Sign-up

- Fill in the sign-up form on www.AllergyChallenge.ca
- Include all required information about you and your school
- Write down password which you will receive after submitting the form

Download

- Download all of the resources provided on the Download Page
- Print necessary documents like the program overview
- Send documents, or share access with your co-coordinator

Plan

- Assign responsibilities between you and your co-coordinator
- Determine dates to run the three Allergy Awareness 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
- Source a laptop, projector and screen to use for Food Allergy Jeopardy and the Spelling Bee

Promote

- Read the promotion schedule and delegate which volunteer will take care of 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

- Download the volunteer certificates. Have your teacher supervisor sign off on the number of hours your volunteers dedicated to running the program
- Optional Certificates of Participation are available on the Download Page in the case you would like to provide these to those who participated in the challenges
- Fill in the program evaluation form and send back to Anaphylaxis Canada
- Spread the word to your friends in other schools!