



Dear Relay Recess Coordinator:

The Cancer Association of South Africa (CANSA) sincerely thanks you for your interest in our Relay Recess programme. We are truly appreciative of your dedication to cancer education and prevention and the opportunity to become healthy and cancer-smart.

Our Relay Recess programme is an extension of CANSA's Relay For Life, the association's signature event, which brings together communities for fun-filled, overnight activities that educate people about cancer and healthy behaviours, and gives them a chance to celebrate survivors, remember loved ones lost, and fight back against this disease. Participants walk or run around a track or path to raise funds that help the Cancer Association of South Africa encourage people to become healthy and cancer-smart.

Likewise, the Relay Recess program helps raise funds that support CANSA's lifesaving mission, but it also provides primary school students an opportunity to learn to make healthy choices about nutrition, physical activity, sun safety, and tobacco prevention. Cancer education is essential at the primary school level because the good habits children learn early in life will stay with them as they grow into adulthood. These good habits will help them stay well and avoid the risk of serious disease, including cancer.

Included in this kit are all the things you'll need to get your Relay Recess programme started in your school, including fundraising ideas. The classroom activities and learning opportunities this programme provide will complement existing health education efforts at your school, and also provide your students with an outstanding character-building experience as they become part of the world's largest movement to end cancer.

Although we may provide you with sample activities and fundraising ideas, your Relay Recess programme can be as flexible and customisable as you want it to be to best fit your school and your community. It's our hope that you'll successfully engage teachers, administrators, parents, and students in this exciting programme. We encourage your school to follow up your Relay Recess experience by participating in your community Relay For Life event.

We are proud of the success of our Relay For Life events, which bring more than four million people together in more than 6,100 communities around the world to help fight back against cancer. The Relay Recess programme is sure to be equally successful as our primary school children, their friends, family members, and schools work relentlessly to become healthy and cancer-smart and get us closer to our ultimate goal – a world where cancer can be beaten.

Good luck in your planning, and thank you for all that you do to help fight cancer! For more information and resources to support your Relay Recess programme, visit www.relayforlife.org.za

Benefits to hosting a Relay Recess programme

The Relay Recess programme is a great way to drive home the message that it's never too soon to adopt healthy habits in an effort to improve overall health and prevent cancer. The activities and educational materials provided with the Relay Recess programme teach children and their families how to make healthy choices about nutrition, physical activity, sun safety, and tobacco prevention.

These healthy behaviours have a huge impact beyond cancer, too; they can help kids feel better and perform better in school. More importantly, kids who establish healthy habits early are more likely to lead healthy lives as adults. This will not only help prevent cancer, but also other serious diseases such as diabetes and heart disease.

The Relay Recess programme also fosters team building. Through friendly competition, your school can come together for a cause that touches everyone. The programme also teaches students the importance of community service and promotes your school as one that is dedicated to help fight cancer. It is a great way to build school spirit and to establish closer relationships among teachers, students, and parents. Your Relay Recess programme also provides an opportunity to make a positive statement about the contributions young people are making in society today.

Staying healthy – Kids on the move

It's as important for kids to be active as it is for adults. In fact, the Cancer Association of South Africa recommends that kids do more! They need at least 60 minutes of moderate to vigorous activity 5 or more days a week.

Yet most young people do not meet this minimum recommendation, and as a result they are likely to become overweight and sedentary adults. This means they'll be at greater risk for diabetes, cancer, high blood pressure, and heart disease.

What can you do about it?

Look for opportunities to encourage kids to be active, even if it's just a quick game of hide-and-seek, or a pickup soccer game. Kids develop habits early in life, and you can help give them a healthy start.

Get started!

The Relay Recess programme was created to give students, teachers, administrators, and parents an opportunity to help the Cancer Association of South Africa fight cancer. Although the Relay Recess programme is unique and flexible, there are three basic components – cancer education, fundraising, and physical activity. Follow these easy steps to get started!

Step 1: Choose your cancer education activities

- a. Nutrition
- b. Physical Activity
- c. Sun Safety
- d. Tobacco Prevention
- e. All of the above/any combination of the above

Step 2: Choose your fundraising activities, and set a goal

School-wide Fundraising –

- a. Hat Day, Luminaria, Relay Feet
- b. Classroom Fundraising – Coin Wars
- c. Individual Fundraising – Students collect donations
- d. Online Fundraising
- e. All of the above/any combination of the above

Step 3: Choose your day-of-event physical activity or activities

- a. Walking during recess, gym class, school day, or after school
- b. Field Day activities
- c. Purple Olympics

Now that you've chosen the main components, there are a few other things to consider:

- How long do you want your event to be (one hour, two hours, four hours, one day, one week, etc.)?
- Do you want it to be a stand-alone event or integrated into an existing event (field day, school carnival, etc.)?
- What activities do you want to do at your Relay Recess event?
- Do you want to hold a special assembly for your Relay Recess programme?
- Don't forget to set a fundraising goal for your school that is challenging yet attainable! Shoot for the stars.
- Are there any students or teachers you'd like to honour – or remember – at your Relay Recess event?
- What other teachers, staff, and parents do you want to help you plan event? What other volunteers might you need to help put on the Relay Recess event? High school students make great volunteers!

Frequently asked questions about the Relay Recess programme

Where can our Relay Recess event be held?

Relay Recess events can be held in a safe location where a track can be created – such as playgrounds, gymnasiums, or sports fields. Many of the activities involved can be done in the classroom leading up to the Relay Recess event.

When should our Relay Recess event take place?

Relay Recess events can take place anytime during the year that works best for your school.

Whom do I contact if I have questions?

Most likely the same person who first introduced you to the Relay Recess programme will be your go-to person for questions.

How long should our Relay Recess event be?

Relay Recess events have no specific time requirements. Your event can be whatever length of time is best for the administration, teachers, and students at your school.

What activities can we do at our Relay Recess event?

Anything you want! The activities at Relay Recess events should be a reflection of the interests of the students at your school and the community in which you are located. They can range from games and activities focusing on cancer education to performances from the local high school music or athletic programmes.

What costs are associated with a Relay Recess programme?

Costs for a Relay Recess programme and the event should be kept to a minimum, and if possible it's best to get items such as water, healthy snacks, and prizes donated. Any other incurred expenses might be covered by a school activities fund (with prior approval) or underwritten by local businesses. If your school uses any kind of local vendors, ask if they will make a donation to help underwrite the costs of the event.

Fundraising

How much money does our Relay Recess programme have to raise?

The amount your school raises will depend on how many classes get involved! There are no limits! Set a goal for your school by determining a reasonable average amount that each student might be able to raise, then multiply that amount by the number of students in the school. Every rand that your school raises helps fight cancer!

Where does the money go?

The money raised through Relay Recess programmes and community Relay For Life events supports the mission of the Cancer Association of South Africa and helps create a healthy and cancer-smart world. Through

your donations, we help people stay well and get well, do ground-breaking research, and fight back against this disease.

Is it hard to raise money?

Of course not! Many people have been touched by cancer and are willing to make a donation to help fight the disease. And even small donations add up.

Recognition

Should I recognise each of the students who participate?

Recognition is one of the best parts of the Relay Recess programme because it honours all of the hard work and dedication of the participants. Small, inexpensive methods of recognition will make students feel appreciated for their efforts. Here are just a few ideas:

- Print recognition certificates for your participants.
- Invite students who raised a certain amount of money to lead an All-Star lap during the event.
- Invite the top fundraising teams and individuals to the stage for recognition and a prize.
- Allow students who raise a certain amount of money to have special privileges in the classroom the day of the Relay Recess event, such as being first in line at the tuckshop.
- Give each student who raises money a special decoration for their classroom desk.
- Write letters to parents telling them how proud you are of their children's participation.
- Hold a popcorn party for the top fundraising team.
- Work with your community Relay For Life committee to provide recognition opportunities for your Relay Recess participants at their event.

Feel free to be creative and use the resources that you have available to find new, fun ways to recognise the top fundraisers from your school.

How can I keep track of who the top fundraisers and top classes are?

The fundraising amounts on the students' collection form will help you keep track of totals. Many people use a spreadsheet to track the progress of their classes, but you could also create a poster board or bulletin board to publicly track fundraising totals for each class.

Why should I keep track of how much each child or class raises?

You don't have to track individual fundraising. If you would like to set one class or school goal to reach, you can. However, the incentive prize programme is based on individual fundraising totals, and recognition of individual efforts can be a great motivator.

Is it OK to solicit donations from the community?

Of course! Please work with your community Relay For Life committee to get a list of their sponsors. You might be able to use their connections, or you might want to try new places that are not already involved with your community Relay event.

Thank you for the time and energy you are dedicating to your Relay Recess programme

Toll-free: 0800 22 66 22 or www.relayforlife.org.za