Letter to parents and guardians

**Join the school run for the NRK Telethon ‘Save the Children’**

**On (insert date here), the whole school will be involved in a school run!**

**This year we have chosen to conduct a school run for the NRK Telethon.**

**<This year, the telethon goes to Save the Children's work for children affected by war and conflict.  One in six children in the world lives in a conflict area, and never before have so many been displaced.  Together we will help 100,000 children to play, learn and live in peace.>**

**We want to give the pupils an opportunity to help others, and we hope that this can motivate the pupils to put in a solid effort both before, during and after the school run!**

**This is how we intend to do it on the actual day:**

Students walk/run a lap around the school grounds as many times as they can manage within a time limit.  The adults at the school record how many laps each pupil runs.  It would be great if parents and guardians could help pupils gather sponsors ahead of the race.  The sponsors pay a self-chosen amount for every lap the pupil manages to run.

**Here is how you can sponsor!**

1. Each pupil receives a sponsorship form (attached).  This is where you can fill in the sponsors and the amount they wish to give.  **Please note that this form should remain at home and that neither the sponsor nor the pupil will be identified upon payment.**
2. Pupils run as many laps as they can during the school run.  The number of laps the pupil has run forms the basis for how much each sponsor needs to pay.
3. It is important that parents and guardians help pupils to let the sponsors know how much they need to pay.  Parents and guardians can either collect the money from the sponsors and pay it all in one sum – or let the sponsors pay in individually.  In any case, all payments must be made via the school's fundraising webpage.  The website address is in the bottom right corner on the reverse side of this letter.

**Expected number of laps**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year group** | **Run duration** | **Estimated** **laps** |  | **Year group** | **Run duration** | **Estimated** **laps** |
| Year 1 | 30 min. |  |  | Year 5 | 60 min. |  |
| Year 2 | 30 min. |  |  | Year 6 | 60 min. |  |
| Year 3 | 45 min.  |  |  |  | Year 7 | 60 min. |  |
| Year 4 | 45 min. |  |  |  |  |  |  |

In this table, we have put together an approximate estimate of how many laps an average pupil runs.  Feel free to use the estimates to assess how much to sponsor the pupil per lap.

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**I wish to participate in the NRK Telethon ‘Save the Children’!**

**Pupil’s name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Use the form to fill in the name of your sponsors and how much they wish to sponsor per lap.  You can choose how many sponsors you want.

When you have completed the school run, the sponsors must be informed how much they need to pay.

Everyone must pay via the website listed at the bottom right of the form.  On the same website, you can track the overall result for your school.

Good luck!

**Pupil’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| My sponsors (name) | Amount per lap | Total kr (after the run) |
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|  |  |  |
|  | **TOTAL** | **=**  |
| **Number of laps I ran:** |  |
| **Your sponsors should visit this website to pay:**  | **www.spleis.no/xxxxxxxx** |

**Attachment 2 – Letter to parents and guardians, the same day the race is carried out***Delete this box before printing*

Letter to parents and guardians

**We have contributed to the NRK Telethon ‘Save the Children’!**

We have had a great day today, with a lot of great activity and involvement at school!  The pupils have participated in a school run for this year's telethon.

The school run has now been completed.

<We are pleased to have **given Save the Children the opportunity to help children affected by war and conflict! >**

It is now important that parents and guardians help pupils inform the sponsors about how much they need to pay.  The pupils know how many laps they ran, and this number should be multiplied by the sponsor’s lap amount.

The school run is cash-free, and the sponsorship money is to paid using bank card or via Vipps.  The money is to be paid in via this website: **www.spleis.no/xxxxxxxx**

On the same website, it is possible to keep track of how much the school has collected in total.  All pupils and private sponsors are anonymous.

Everyone at the school would like to

thank you for your help and efforts