



## HOW TO GUIDE FOR SCHOOLS AND TEACHERS

### **DATE/ TIME/ LOCATION**

Establish a date, time, or location to host the Smile Mile. Options:

- Host an event at your school
- Implement Smile Mile through P.E. classes
- Encourage all students to participate virtually

### **ENCOURAGE REGISTRATION**

Registration Options:

- Paper Form
- TrackShack.com/SmileMile

Establish a registration deadline. We suggest giving your school community a deadline of two weeks in advance.

At registration, have parents indicate their child's school for the largest team award.

### **LARGEST TEAM AWARD**

To qualify a school must have a minimum of 25 runners participating. School counts will be based upon registrations received by Friday, March 26th. A \$500 grant and plaque will be awarded to the winning schools.

### **PROMOTE EVENT AT SCHOOL & TO PARENTS**

- Download the flyer and post at school
- Distribute the flyer/form in backpacks
- Ask your administrators to email or call parents

### **START TIMES\***

*NOTE: Consider running boys/girls or age groups together. For example:*

8:00: 11-year boys	10:00: 7-year boys
8:15: 11-year girls	10:15: 7-year girls
8:30: 10-year boys	10:30: 6-year boys
8:45: 10-year girls	10:45: 6-year girls
9:00: 9-year boys	11:00: 5-year boys
9:15: 9-year girls	11:10: 5-year girls
9:30: 8-year boys	
9:45: 8-year girls	

\*Adjust to a half mile for 5-year-old age groups.

### **RACE PACKET PICK- UP**

Thursday, March 25 - Friday, March 26 at:  
Track Shack- 1104 N. Mills Ave.  
10:00 am - 6:00 pm

1. To pick up race packets for all the students at your school email [annie@trackshack.com](mailto:annie@trackshack.com) by March 22 and we will get them ready for you! Then inform the parents and children that you will have their packets.
2. If a school pickup is not requested, students will be required to pick up their packets individually.

Each race packet includes a bib, safety pins, t-shirt, and medal.

### **DON'T FORGET THE DETAILS**

- Plan where and when to run the mile.
- Communicate to students the plan. If you need an updated roster of who has registered please email [Maria@TrackShack.com](mailto:Maria@TrackShack.com).
- Plan for water, tables, stop watches, finish cards and extra safety pins!

### **SAFETY**

- Kids' should stay 6 feet apart at start line. Mark the ground with tape or chalk so kids know where to stand.
- Let one line of kids begin running at a time to create distance in the mile.
- Encourage kids to wear their masks until they cross the start line.
- Kids should put masks back on as soon as they cross the finish line. Have extra masks on hand in case a kid loses theirs while running!
- All spectators and parents should stay masked through the entirety of the event.
- Establish a reunion area to unite kids/parents.

**BENEFICIARY:** Track Shack Youth Foundation