



SUGGESTIONS FOR PLANNING YOUR SCHOOL'S GAME TRUCK PRIZE DAY

- Schedule the GAME TRUCK at least 2-3 weeks after the end of your fundraiser with the principal, allowing time to finalize fundraiser.
 - For catalog fundraisers, it normally takes about a week or 2 for the suppliers to input the orders into their computer system and provide the reports needed to determine which students qualify to go on the game truck and any other prizes associated with the fundraiser.
 - For in-hand fundraising program, make sure to forward King Fundraising your spreadsheet.
- The GAME TRUCK has a 2 hour minimum play time with each group receiving normally between 30 minutes to an hour each, depending on the size of the groups. If an additional hour is needed, you will need to tell us at least a week in advance to make sure the schedule for the game truck can accommodate this request. See your signed prize agreement for rates and additional cost for adding time.
- As the fundraising chairperson, we recommend you plan on being at the school in the morning to provide all necessary communications and organizational materials to teachers like student lists for students qualifying to go on the game truck.
- Week prior to the prize day (or at least a few days beforehand), provide the principal and teachers with a list of students who will be called out of class to go on the game truck and an itinerary of events for the prize day (King Fundraising will help organize this list once you provide the chocolate checkout spreadsheet with the student sales information).
- The week prior to the prize day, send home permission slips to parents for those students qualifying to go on the game truck.
- Recruit 4 to 5 parent volunteers or school personnel to help keep the students organized, the itinerary running smoothly, and support on the game truck. The school will likely have a chaperone-to-student ratio as part of their school policies. Speak with your principal about these requirements so you have enough volunteers or school personnel available. There needs to be 2 chaperones in the game truck.
- Prior to the game truck playtime, explain to the volunteers the overall idea of the prize day and what roles you need them to fill before, during and after the game truck event (i.e., "I need volunteers to help in the game truck as chaperons, someone to help if a child needs to leave the truck for any reason during the playtime, help keep students organized and having fun, take photos and post to the school Facebook page, and clean up afterwards if additional prizes are involved").
- Day before the game truck event, confirm with the principal that the school is ready for the game truck prize day.

**Example Game Truck Prize Day Itinerary for
80 Qualifying Students & 2 Hour Playtime**

Time	Event	Comments
11:00am	Game Truck arrives at school	
11:50am	Group 1 – Call to game truck	
12:00pm	Group 1 -- Playtime	20 students (max) plus 2 adults
12:20pm	Group 2 – Call to game truck	
12:30pm	Group 2 -- Playtime; Group 1 returns to class	20 students (max) plus 2 adults
12:50pm	Group 3 – Call to game truck	
1:00pm	Group 3 -- Playtime; Group 2 returns to class	20 students (max) plus 2 adults
1:25pm	Group 4 – Call to game truck	
1:30pm	Group 4 – Playtime; Group 3 returns to class	20 students (max) plus 2 adults
2:00pm	All students should be back at school	80 students total will have received 30 minutes per group of playtime.

- *The example above is for a large number of qualifying students. Most schools have 20 to 40 qualifying students on average.*
- *These times and number of groups will vary based on the number of students qualifying to go on the game truck and the school's preferred schedule.*
- *Most schools have 2 or 3 groups of qualifying students, which allows for 45 minutes to an hour of playtime.*
- *Kindergarten groups tend to need less time as they have fun with the video games for about 20 to 30 minutes. Keep this timing in mind when planning your groups and the allotted playtime.*