

PARENT COORDINATORS' LETTER FOR STUDENT TEAMS

Dear 24 Hour Relay Challenge Student Teams' Parent Coordinator:

Thank you for agreeing to help with this very special event! The Relay is a community supported fundraising project that will benefit the Ever Forward Clubs and other youth programs at various middle and high schools. The Ever Forward Club is designed to help students reach their goals through teamwork, community building and mentorship. We help students achieve academic and personal goals, and students learn that they can be cool and enjoy life without drugs, alcohol or tobacco. The event will help fund materials, equipment, training, field trips and substance-free activities for youth.

Any time we bring hundreds of people together in an environment like the 24 Hour Relay Challenge, there is a potential of limits and rules being tested.

A major goal of the 24 Hour Relay Challenge is to celebrate health and community in an alcohol and drug-free environment. We believe we can accomplish this goal in several ways. First, we need to make it clear to all participants that no alcohol, tobacco or other drugs may be brought to the event; the Relay is designed to support youth programs that promote healthful life styles. Second, we need to have adult coordinators who understand and support the Relay's goal and guidelines and who will be responsible for supporting their teams' successful participation during the event.

To clarify your responsibilities as the Coordinator, we have outlined the coordinators' responsibilities which will ensure a safe, enjoyable and successful experience for all.

COORDINATORS' RESPONSIBILITIES

- 1. Encourage the student captain to meet his/her responsibilities and, if necessary, assume those responsibilities.**
- 2. Be at the Relay for entire 24 hours.**
- 3. Attend the Coordinators and Captains meeting. Date and location are still TBD.**
- 4. Ensure that the team members remain at the event the entire 24 hours. If someone leaves, inform the Relay Director.**
- 5. Ensure that team members take their turns on the track throughout the day and night. If someone doesn't take his/her turn, inform a Relay Director.**
- 6. Ensure that the team members remain alcohol, tobacco, and drug-free during the Relay. Report any violations of this policy to the Relay Director.**
- 7. Camp with your team.**
- 8. Be alert for medical problems and insist that those problems get dealt with at the First Aid Tent.**
- 9. At the Relay, attend all team meetings and Captain/Coordinator meetings.**
- 10. Be aware that if team fails to participate as they agreed to, they may be asked to leave.**