



American Heart  
Association®

**KIDS  
HEART  
CHALLENGE™**

# HOW TO WRAP UP YOUR EVENT

**1**

## ANNOUNCE YOUR SUCCESS

Let the school know the outcome and thank all those involved. Here are a few ideas:

- Announce the total raised in the morning announcements or at an assembly!
- Send an all-staff email announcing total donations plus highlights from your event and/or top fundraisers.
- Post event results and photos on your school website.
- Post your fundraising total on the school marquee.
- Work with students to create thank-you cards for any special volunteers, sponsors or donors.



**2**

## FOLLOW THROUGH

Did you set school challenges or student incentives? Try to honor these challenges within a few weeks so they stay fresh in the students' minds.



**3**

## DISTRIBUTE THANK-YOU GIFTS

- Student thank-you gifts should arrive within four to six weeks after you send off your donations.
- Try to distribute the gifts as soon as you receive them. If you have issues with sizes or quantities, contact your American Heart Association representative.



**4**

## SCHOOL GIVEBACK

Schools achieving \$1500 or more are eligible for the school giveback. Please click the School Giveback tab to order after submitting the post event gift order.