



# A GUIDE TO ORGANISING YOUR CARITAS CHALLENGE

## STEP 1: ORGANISE

- Gather your team and choose a Caritas Challenge Coordinator.
- Get other people (students, teachers, youth leaders, etc.) on board to help plan as a team.
- Consider seeking sponsorship to help fund your Challenge.

## STEP 2: CHOOSE YOUR CHALLENGE

Decide what you'll do for your own Challenge: **MOVE IT**, **LIVE IT**, **SWEAT IT**, or **STOP IT**. Combine elements of each, or design your own unique 24-hour Challenge. If you can't do a 24-hour Challenge, how about trying to do a Challenge for 12 hours, or even 8 hours? Check out our website for ideas!

## STEP 3: SET A DATE

Set a date (make sure it's for 24 hours!) during the Caritas Challenge period between February and June 2021, or choose another date suitable to your own circumstances.

## STEP 4: PROMOTE AND FUNDRAISE

- Promote the event to your school, youth group and wider parish community.
- Use the Caritas Challenge posters to widely advertise your event.
- Ensure your friends and family know to use your unique code so that funds can be allocated to your Challenge group.

## STEP 5: SORT OUT LOGISTICS

- Secure the venue, helpers, sponsors, supervisors and equipment needed for your event.
- Work out your budget, safety plan and risk management plan. All of these forms are provided in this enrolment pack, and are also available on our website.

## STEP 6: DO THE CARITAS CHALLENGE!

Move It, Live It, Sweat It, or Stop It for 24 hours! Don't forget to take photos - we'd love to see them! Email them to us at [challenge@caritas.org.nz](mailto:challenge@caritas.org.nz), post them in the CANZ Education Facebook group, or tag us on social media with the hashtag #CaritasChallenge.

## STEP 7: WRAP UP YOUR CHALLENGE

- Thank everyone! Don't forget to thank your sponsors, volunteers, participants, leaders and teachers for their contributions to your Caritas Challenge.
- Send all funds and sponsorship forms to Caritas by August 2021.

If you require assistance during any stage of your Caritas Challenge, please do not hesitate to contact us at **04 496 1782** or **0800 22 10 22**. You can also email us at [challenge@caritas.org.nz](mailto:challenge@caritas.org.nz).

Resources - including t-shirts, forms, and Challenge ideas - are available on our website, which can be found at the bottom of each page of this enrolment pack.