



# OSUIT Club/Organization Guidelines For Submitting Club Items to E-Notes and the "All Student" E-mail Account

## Guidelines for Submitting

1. Activity Request is to be submitted at least one week prior to event/activity
2. Submit e-mailed verbiage to StL Unit Assistant by 4 pm each Wednesday, cc director
3. E-mail verbiage must come from the club sponsor's e-mail account
4. Verbiage could be subject to further editing before final sending
5. Content will be reviewed and approved by StL before sending
6. Sponsor will be contacted concerning any questions on verbiage
7. No graphics/photos will be sent in the All Student emails, but E-Notes will accept them

## Copy will include:

- Club/Organization Name
- Event/Activity Title
- Brief Explanation of Event/Activity
- Date & Time of Event/Activity
- Location of Event/Activity
- Costs Involved
- Sponsor Name and Local Contact Phone Number

## Flyers and Posters

OSUIT policy says that all flyers posted on campus must be approved and bear the Student Life Approval Stamp. We ask that when creating flyers you include all the information above, make it esthetically pleasing, and triple-check for typos and clarity. The more eyes that it passes the better it will be. All flyers must contain the stamp, so have the original approved and stamped before making copies, which will then contain the stamp.

Twin Hills School Supply List Due to Building Fire February 27, 2009  
Items Specified by Donna Olinger and Linda Humphrey on March 4, 2009

School is 100 years old this year, the building was built in 1939. Located just off Hwy 16, about 9 miles east of Hwy 75. Preschool, kindergarten, and first grade affected most. The school office was destroyed along with the nurse's office.

In a phone conversation today, Mrs. Olinger and Mrs. Humphrey stated the school's immediate needs are larger than the standard school supplies and medical supplies originally listed and distributed throughout the area.

The school already has had a monolithic out-pouring of the items on the standard school supply list, so those items aren't really needed any more.

Teachers lost seven VHS/DVD/CD Combos and seven Desktop Laser Printers, which are **MOST NEEDED AT THE MOMENT!**

- VHS/DVD/CD Players, combo or single units
- Desktop Laser Printers

*If clubs could pool some funding for these items above, that really would be most helpful. The younger ages use those types of teaching media several times throughout the day. With the disruption of the fire and misplacement of the classes, these items are vital to help maintain some sense of normalcy for the children. If we cannot purchase these items new, please see if we get some donated that have been gently used.*

The school nurse, who happens to be Dr. Mark Allen's wife, Rebecca, lost all her supplies, so the medical supply list is still valid, with the nebulizer and blood pressure kit at the top of the list. Both can be obtained at Wal-Mart. For the blood pressure kit, they need the kit that comes with three sizes of cuffs - child, adult and extra large. The nebulizer is for breathing treatments.

Coordinate with Doreen or Bruce in Student Life for donations to the school.

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which are MOST NEEDED AT THE MOMENT!

**\*\*VHS/DVD/CD Players, (combo or single units) and Desktop Laser Printers\*\***

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**Nurse's Office Supplies**  
**(Items in Bold are Most Needed)**

Medicine cups

**Automatic Blood Pressure Cuffs (kit)**

**Nebulizer with tubing**

**Band-Aids**

Lysol

Children's Tylenol

**Hydrocortisone Cream**

Ibuprofen

Zip Lock Bags

Eye Drops

Hydrogen Peroxide

Benedryl

Motrin

**Thermometer**

Vaseline

Q Tips

Tongue Depressors

Cotton Balls

Sore Throat Spray

**Triple antibiotic cream**

**Standard School Supplies**  
**(The Community Already Has Supplied Most of These Items)**

Crayons

Paper Clips

Pencils

Plastic Containers (Shoe Box Size)

Ink Pens

Post It Notes

Markers

Construction Paper

Rulers

Paper

Staples

Glue Sticks

Staplers

Hand Sanitizer

Erasers - Dry Erase

Kleenex

Dry Erase Markers

Clorox Wipes

Scotch Tape

Baby Wipes

Tape Dispensers

Band Aids

Scissors

Paper Plates

Pencil Sharpeners

Trash Bags



## Relay For Life of Okmulgee CELEBRATE...REMEMBER...FIGHT BACK!!

April 2nd

### 1. SIGN IN

If you have not already given your contact information please do so we can keep you on our email list as well as mailings for invites etc.

### 2. REGISTRATION DUE

\$10/participant along with scannable form for Tshirt orders! You will receive a TEAM sign once you are registered

**DEADLINE---** 4/2/09

**REGISTERED TEAMS** Wal-Mart (four teams)  
George Nigh  
Okmulgee Memorial Hospital

### 3. EVENT UPDATES

Accounting: \$4,295 in the bank

*OK after tonight*

Sponsorship: To date we have Creek Nation Casino at \$500, Sanford Family Medicine at \$750, and Butler Bail bonds at \$250

Logistics: See Handout. We will need to get a long flatbed trailer to use for the stage.

Entertainment: Dale @ Southern Cross has an oldies band, and two other Christian rock bands lined up to play that evening. He will also be the D.J. for the event.

#### **4. FUNDRAISING**

-If you will be having an onsite fundraiser such as food sales etc., please sign up on the sheet going around. We need to know if you will be using a grill etc.

-Fundraising Packets & Incentives- Please see handout for ideas

-Silent Auction basket ideas- See handout

#### **ONLINE FUNDRAISING**

Please visit [WWW.RELAYFORLIFE.ORG/OKMULGEEOK](http://WWW.RELAYFORLIFE.ORG/OKMULGEEOK) to sign your team up for online fundraising and other event information.

- Fundraiser planning worksheets & Team fundraiser announcements

#### **4. WRAP UP/QUESTIONS**

Next meeting 3/19 George Nigh Day Room @ 6pm

**Staff Partner:** Marcy Beeman

918.477.5416

[Marcy.beeman@cancer.org](mailto:Marcy.beeman@cancer.org)

**Event Chair:** Allen Webb

918.304.4029

[Bralwe76@yahoo.com](mailto:Bralwe76@yahoo.com)



## 2009 AMERICAN CANCER SOCIETY RELAY FOR LIFE OF OKMULGEE

- WHAT** Relay For Life is the American Cancer Society's national signature activity. This is a fun run/walk. A community event for *everyone!*
- WHEN** Beginning at 7:00 p.m. on Friday May 1<sup>st</sup>, 2009 and ending on Saturday morning at 7:00a.m., May 2<sup>nd</sup> at the Downtown Square.
- WHO** Teams of 8-15 runners, walkers or strollers take turns during the 12-hour event. Participants walk around the track for 30 minutes to an hour at a time and then are replaced by another team member. Teams are made up of fellow employees, family members, church members, organizations or neighbors. Each team member is asked to raise a *minimum* of \$100 in donations.
- FOOD** Food will be available throughout the event.
- ENTERTAINMENT** There will be entertainment throughout the night. Numerous activities and games will be offered for children and adults.
- OVERNIGHT** Team members are encouraged to pitch tents and stay all night. It's a huge slumber party! Staying overnight and meeting new people are the best aspects of Relay For Life. The FUN just begins after dark!
- LUMINARIAS** One of the most moving moments of Relay For Life is the Luminaria Ceremony. Small bags with lit candles can be purchased in Honor/Memory of anyone who has battled cancer. The names of the honorees are written on the outside of the bags and serve as a reminder of why we are committed to fight against cancer. After all, it is because of these people that we hold this event.
- SURVIVORS** All cancer survivors are invited to participate in a special ceremony at 7:00 p.m. where they will walk the first triumphant lap around the track. They will receive T-shirts for participating
- AWARDS** Awards are given for: the team raising the most money, and individual raising the most money, among others!

Meets up  
Citizen's Bank  
Meeting Room

For more information, please contact Marcy Beeman, American Cancer Society Staff.  
Phone - 918.477.5416 or E-mail - [marcy.beeman@cancer.org](mailto:marcy.beeman@cancer.org)

**MARK YOUR CALENDAR!!**

**Relay For Life of Okmulgee 5/1/2009**

**Team Captain Meetings 6pm at George Nigh Day Room**

March 5<sup>th</sup>

March 19<sup>th</sup>

April 2<sup>nd</sup>

\* Deadline to be an event sponsor and register your team to guarantee a t-shirt.

April 16<sup>th</sup>

**Bank Night & T-shirt pick up 6pm at George Nigh Day Room**

April 28<sup>th</sup>

\* Turn in all team money raised to date, online totals will be added before bank night and updated on the day of the event. All money raised onsite and between 4/28 and 5/1 will also be updated at the event.

\* Log on to [www.relayforlife.org/okmulgeeok](http://www.relayforlife.org/okmulgeeok) and sign up for online fundraising!

# RELAY FOR LIFE of OKMULGEE

**So You're A Team Captain... Now What?**



## How Do I Sign My Organization Up?

- #1: Designate a Team Captain
- #2: Recruit up to 15 team members
  - Collect the \$10 commitment fee from each member
  - Collect a registration form from each member
- #3: Turn in fees and forms by deadline **APRIL 2nd**

## Team Captain Responsibilities

- #1: Recruit up to 15 team members
- #2: Collect fees & turn in registration forms by deadline **APRIL 2nd**
- #3: Attend Team Captain meetings & take info back to team members
- #4: Hold your own team meetings to share info & plan team fundraisers!
- #5: Motivate your team to raise lots of money!!

*George High  
Day Room  
Every other  
WK*

## Team Member Responsibilities

- #1: Pay \$10 commitment fee (your own personal contribution!)
- #2: Raise \$100 or more (our goal for every member!) *X*
- #3: Participate in the Relay For Life!!!

*Luminaria  
\$5/bag*

**Questions? Call Marcy Beeman at 477-5416!**



## **Request for Approval March 3<sup>rd</sup>, 2009 9am**

Relay For Life of Okmulgee to be held May 1<sup>st</sup> and 2nd 2009 7pm to 7am at the Downtown Square.

- There will be no staking in the Council House lawn
- We will provide fire extinguishers' for any grills or open flames present
- There will be no open flames allowed near the Council House building
- Luminaries will be lined near the curb of the lawn and fire extinguishers present
- Food at campsites will be available on donation base only
- We will have a D.J. and sound equipment with a 100 ft ext. cord limit and they must be grounded (we talked to Southern Cross music and their ext. cords are no longer than 100 ft.)
- We will need 6 Trash bins that will be lined up across from the lawn on Morton by 7am on May 2nd
- We will need barricades set to block off the U, however will set them diagonally so there will still be access to the roads for parking and turning etc.
- Porta Potties will be provided by ACS and lined on Morton so they will be out of site for the Okmulgee in Bloom on May 2nd

### Requests:

- We would like to request to have the city bathrooms open for the duration of the event 7pm – 7~~pm~~am. We will provide extra toilet paper, soap, paper towels etc.



## Relay For Life Silent Auction Basket Ideas

Car Care  
Golf Galore  
Fisherman's Dream  
Games to Give  
Java Fanatic  
Pamper Me  
Hunters Paradise  
Bunko Bonanza  
Tea Time  
Pets Need Pampering Too  
OSU  
OU  
Sports Fanatic  
Fiesta Time  
Pool Party  
Movie Night  
Everything Pink (Breast Cancer)  
Gardening Galore  
It's BBQ Time

\* Please include a list of all items included in the basket along with an approximate value for the basket.

# Relay For Life Team Fundraising Plan



Relay For Life Event: \_\_\_\_\_

Team Name: \_\_\_\_\_

Team Captain: \_\_\_\_\_ No. of Team Members: \_\_\_\_\_

**Team Fundraiser #:** (Name) \_\_\_\_\_

Fundraiser Description: \_\_\_\_\_

Tentative Date for Fundraiser: \_\_\_\_\_

Fundraising Goal: \$

**+ Team Fundraiser #2:** (Name) \_\_\_\_\_

Fundraiser Description: \_\_\_\_\_

Tentative Date for Fundraiser: \_\_\_\_\_

Fundraising Goal: \$

**+ Team Fundraiser #3:** (Name) \_\_\_\_\_

Fundraiser Description: \_\_\_\_\_

Tentative Date for Fundraiser: \_\_\_\_\_

Fundraising Goal: \$

**+ Onsite Relay Fundraiser:** (Name) \_\_\_\_\_

Fundraiser Description: \_\_\_\_\_

Fundraising Goal: \$

**+ Individual Fundraising Goals:** \$

*(Add up the amount of money each individual team member plans to raise on his/her own—don't forget to include online fundraising, too!)*

**= Total Team Fundraising Goal**

*(Add up the fundraising goals in the boxes above to reach your Total Team Fundraising Goal)*

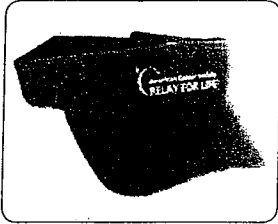
\$



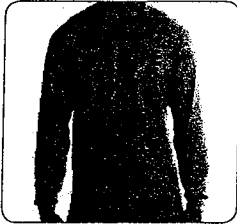
# High Plains Division INCENTIVE PROGRAM '09



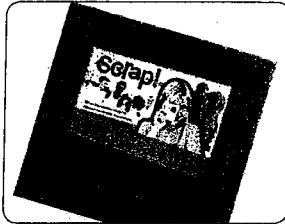
## LEVEL \$250



Purple Visor



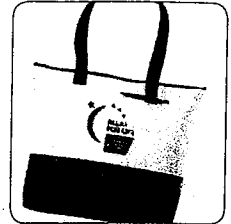
Long Sleeve T-Shirt



Scrapbook Kit



Soft Ringer T-Shirt



Ladies Tote Bag

## LEVEL \$500



Men's or Women's Golf Shirt



Silver Picture Frame

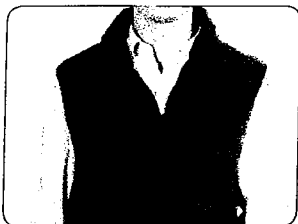


Messenger Bag

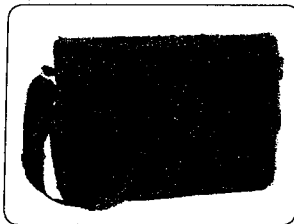


Deluxe Scrapbook Kit

## LEVEL \$750

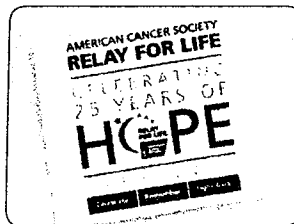


Fleece Vest

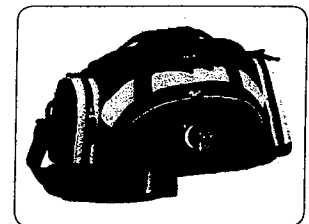


Messenger Bag

## LEVEL \$1,000



Commemorative Afghan



Deluxe Duffel Bag



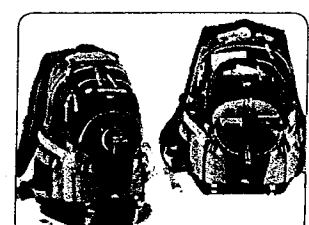
Men's or Women's Fleece Zip



Game Set

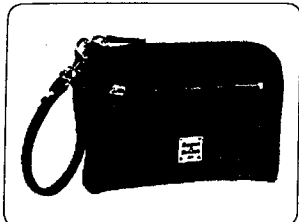


Rain Slicker



Backpack

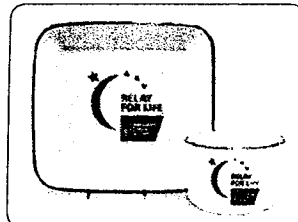
## LEVEL \$1,500



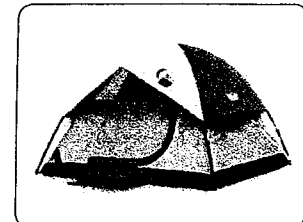
Dooney & Burke Wristlet



Men's or Women's Tehama Shirt



Chip and Dip Set



Tent

